



Montana Department of Justice
Motor Vehicle Division

Temporary Registration Permit Service

User Manual for Auto Dealers

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PURPOSE

The User Manual provides information about how the Montana Department of Justice (DOJ) Motor Vehicle Division (MVD) online Temporary Registration Permit (TRP) service functions. The manual outlines step-by-step instructions for how you (a user) get access to the service, issue a temporary vehicle registration permit (*Fig. 1*), pay for the transaction (*Fig. 2-3*), search for TRPs and vehicles, view TRP transaction information and track sales, reprint permits, and view billing information.

The service is used by Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments.

TRP Process Flows

Creating a TRP

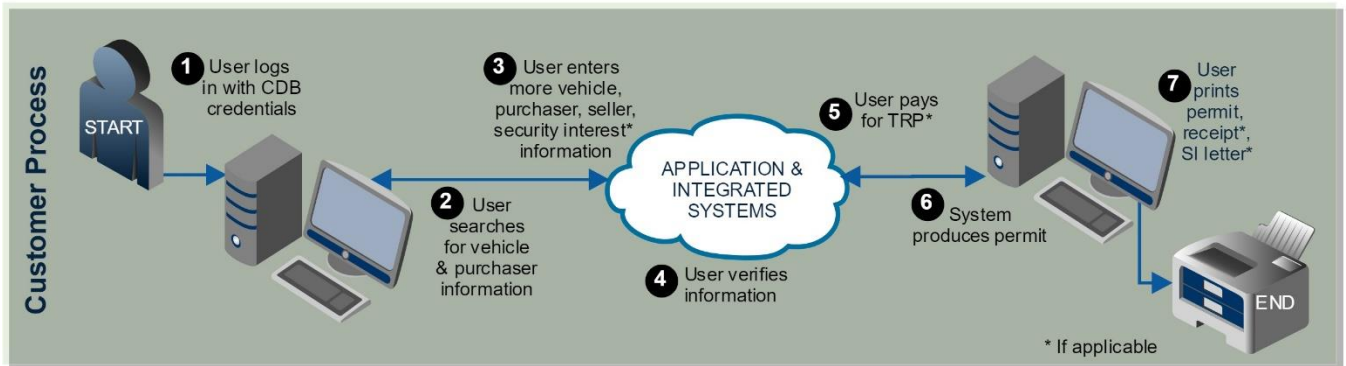


Fig. 1

Paying for a TRP

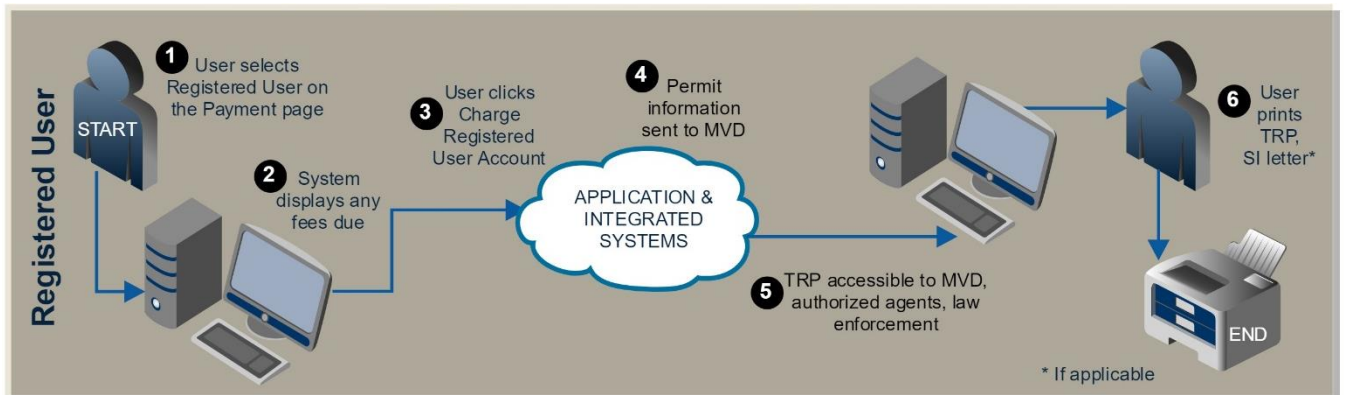


Fig. 2

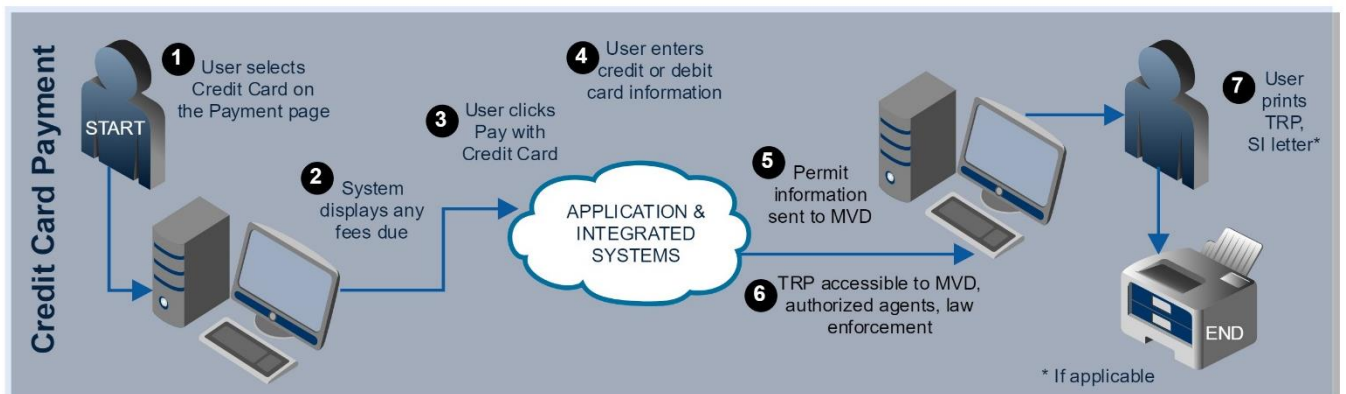


Fig. 3

Service Use Requirements

Under state law, all motor vehicles including motor homes; motorcycles and quadricycles; travel trailers; utility trailers; all-terrain vehicles; sailboats over 12 feet in length; motorboats, jet skis and other motorized vessels; and snowmobiles must be registered with the State of Montana. Pickup campers are an exception; they must be titled, but are not registered. These vehicles must display a temporary registration permit, or TRP, as specified by Montana law (MCA §§ [61-3-303](#), [61-3-117](#), [61-3-224](#), [61-4-221](#), [23-2-511](#),)

NOTE: For a **Glossary** of key definitions, please refer to [Page 116](#).

In 2005, the Montana State Legislature mandated that all Montana auto dealerships use this Internet-based service (*Fig. 4*) to issue temporary registration permits. Today, there are nearly 1,000 dealer licenses in Montana and the state titles approximately 500,000 vehicles and registers nearly 1.3 million vehicles per year.

Internet-based Service

You can access the online TRP service on a computer, tablet, or mobile device with an Internet connection. The service is mobile responsive, displaying correctly on mobile devices, such as smartphones and tablets.

Browser Requirements

Computers, tablets, or mobile devices must use one of the following browsers to access the online TRP service.

- Current version of Google Chrome.
- Current version of Microsoft's browser.
- Current or one version prior to the current version of Mozilla Firefox.

MOTOR VEHICLE DIVISION Instructions Fees Feedback

Temporary Registration Permit Service

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:
▪ Email: dojmvdtbrmt@mt.gov
▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

TRP
TRAINING VIDEO

Fig. 4

Printing Requirements

To print a temporary registration permit or transaction information from the online TRP service, you must have a functioning printer connected to a computer or available via a local or Wi-Fi network.

TRPs output on laser printers are the most readable, but printing TRPs on most inkjet and dot-matrix printers is sufficient.


If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt that is created with the TRP. No receipts are generated for transactions purchased solely with a registered user account. Registered user charges are included with the monthly invoice that your business receives.

Once the temporary registration permit has been created, it appears on the screen as an Adobe Portable Document File (PDF). To view and print a PDF, the current version of Adobe Acrobat Reader® must be installed on the electronic device. Adobe Reader is easy to download and install for free. For more information, visit <https://get.adobe.com/reader>.

Add a Dealer Logo to a TRP

To enhance the visibility of your dealership, you can opt to add your company logo to each TRP (Fig. 5). For information about how to add your logo, please refer to [Page 14](#).


This is the Temporary Registration Permit -- place in plastic pouch and attach to rear vehicle license plate bracket -- DO NOT PLACE PERMIT IN BACK WINDOW



02-19-2018

ZAAA4048

2010



SUBA

VIN: 4S4BRBJC2A3332407 SELLER: TNT AUTOMOTIV

Cut Here -- Keep this section with vehicle until registered and plated

TEMPORARY VEHICLE REGISTRATION									
Temporary Plate Number ZAAA4048	Issue Date 01-10-2018	Expiration Date 02-19-2018	VIN 4S4BRBJC2A3332407	Vehicle Year 2010	Make SUBA	Color SIL	Model O2L	Body Style SW	
Owner #1 Name SALLY SMITH Owner #2 Name				Selling Dealer TNT AUTOMOTIVE SALES INC Dealer Number 03D005					
Street Address 100 NEILL AVE. Mailing Address 100 NEILL AVE.		City HELENA City HELENA		State MT State MT		Zip 59601 Zip 59601			
Montana Department of Justice				Motor Vehicle Division					

Fig. 5

How to Purchase TRP Sleeves

Once printed, the temporary registration permit is placed inside a plastic sleeve and attached where the vehicle's rear license plate would normally be displayed.

Businesses, counties and agencies that issue TRPs must have a supply of plastic sleeves on hand when using the online TRP service. To purchase the sleeves, contact the Montana Automobile Dealers Association or the Montana Independent Automobile Dealers Association (*Fig. 6*)

Points of Contact

NAME	AGENCY	EMAIL	PURPOSE	PHONE NUMBER
MI Help Desk	mt.gov (MI)	helpdesk@egovmt.com	Access issues, service questions	406-449-3468, Ext. 0 or 866-449-3468, Ext. 0
Service Desk	DOJ MVD	DOJServiceDesk@mt.gov	Service questions or issues	844-331-4357 or 406-444-3993
Vehicle Services Bureau Service Desk	DOJ MVD	dojmvdtrbrmt@mt.gov	Vehicle or purchaser information issues	406-444-3661
Vehicle Services Bureau Service Desk	DOJ MVD	dojmvdtrbdlr1@mt.gov	Dealer license and privileges	406-444-3661
Montana Automobile Dealers Association		ddallas@mtada.com	To order TRP sleeves	406-442-1233
Montana Independent Automobile Dealers Association			To order TRP sleeves	406-874-2207

Fig. 6

DEALER ACCESS

Each individual user must be associated with a business to access the online TRP service.

How to Become a Registered User

To access the online TRP service, a dealer must:

1. Obtain a dealer license number from MVD.
 - For more information, visit <https://dojmt.gov/driving/dealers-forms/>.
 - Financial institutions do not require a dealer license number.
2. Follow the process outlined at <https://app.mt.gov/registered> (Fig. 7).
3. Complete a [Registered Services Agreement](#) (pg. 124).

NOTE: For purposes of this user manual, unless otherwise specified, dealerships are defined as new/used auto dealerships, auto auction businesses, the state auction property and supply group, and financial institutions.

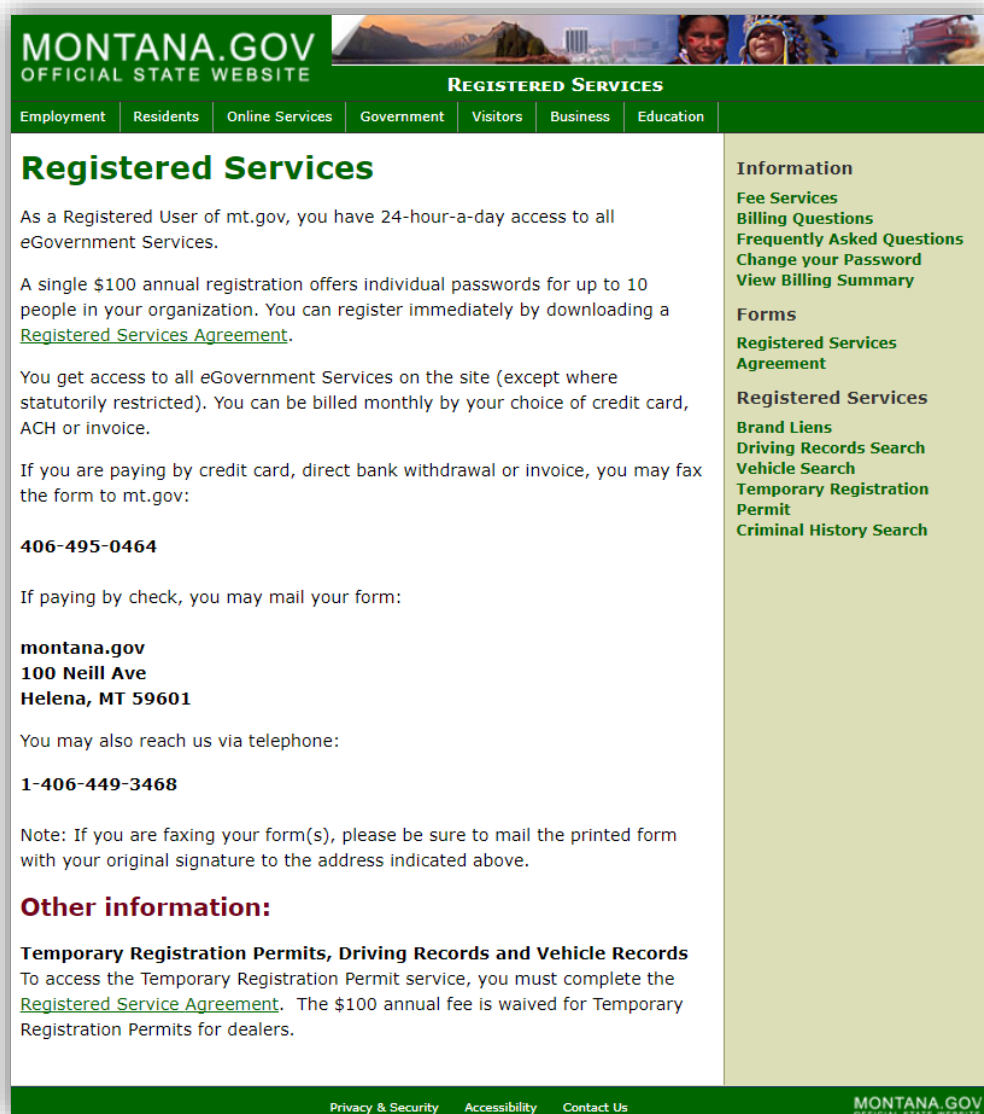


Fig. 7

4. Provide the names of two points of contact on the Registered Services Agreement who can request access or the removal of access for your employees.
5. List the names of the employees who need TRP access and respective email addresses on the Registered Services Agreement.
6. Fax the signed Registered Services Agreement to 406-495-0464.
7. Mail the signed Registered Services Agreement to:

Montana Interactive, LLC
100 Neill Ave.
Helena, MT 59601

NOTE: Financial institutions that issue **SI Demo** TRPs must pay the \$100 annual subscription fee as outlined in the [Registered Services Agreement](#). This includes access for up to 10 employees.

Credentials

The MI Help Desk calls the dealer's point of contact identified on the Registered Service Agreement to provide the username(s) and password(s) for one to four users.

- The MI Help Desk faxes the usernames and passwords to the point of contact if there are more than four users.
- The MI Help Desk will not activate TRP user login credentials until it receives a confirmation form for each user acknowledging that they have watched the entire training video.

Mandatory Training

Dealerships must ensure that each user who will access the online TRP service completes the required TRP training.

1. To watch the training video, visit <https://app.mt.gov/trp>.
2. Click **Start Training** on the TRP Home page (*Fig. 8*).

MOTOR VEHICLE DIVISION Instructions Fees Feedback

Temporary Registration Permit Service

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Helena, MT 59620-1431

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▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

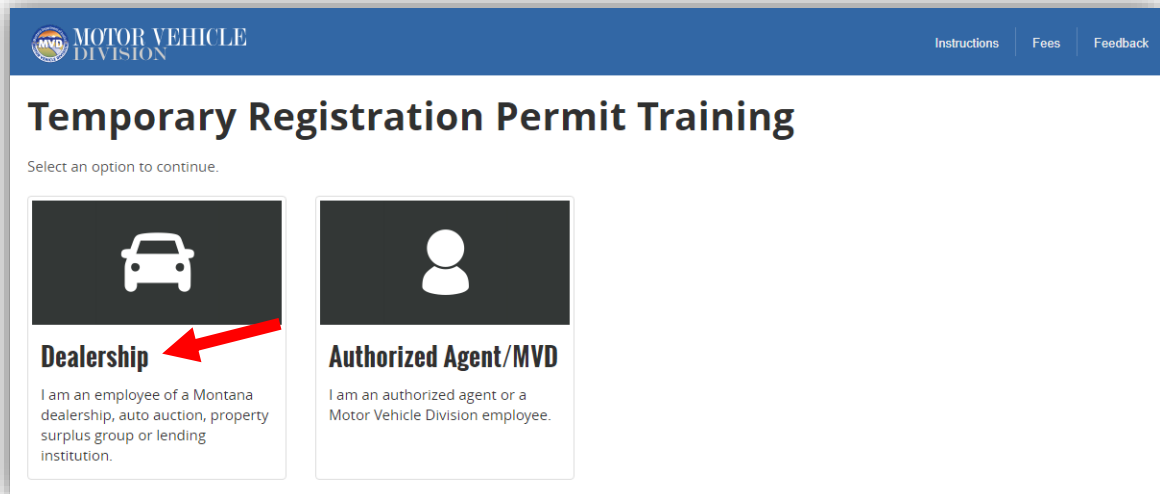
MERLIN status: **ONLINE**

TRP TRAINING VIDEO

Fig. 8

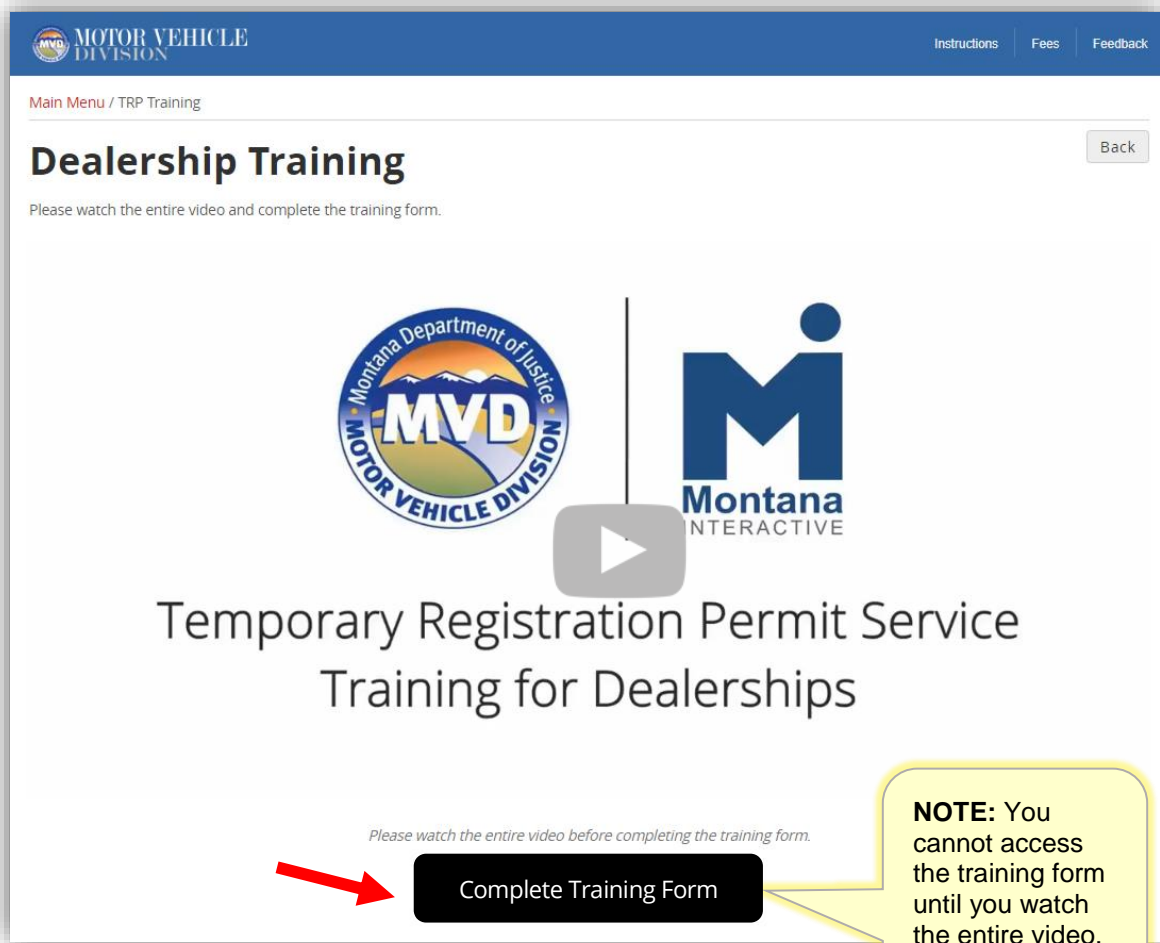
3. Select **Dealership** (Fig. 9).
4. Watch the entire TRP training video.
5. Click **Complete Training Form** after watching the TRP training video (Fig. 10).
 - You cannot access the confirmation form until you watch the entire video.

NOTE: The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.



The screenshot shows the 'Temporary Registration Permit Training' page for the Montana Motor Vehicle Division. It has a blue header with the MVD logo and navigation links for 'Instructions', 'Fees', and 'Feedback'. Below the header, the title 'Temporary Registration Permit Training' is displayed, followed by the instruction 'Select an option to continue.' There are two selection cards: 'Dealership' (with a car icon) and 'Authorized Agent/MVD' (with a person icon). A red arrow points to the 'Dealership' card. The 'Dealership' card text reads: 'I am an employee of a Montana dealership, auto auction, property surplus group or lending institution.' The 'Authorized Agent/MVD' card text reads: 'I am an authorized agent or a Motor Vehicle Division employee.'

Fig. 9



The screenshot shows the 'Dealership Training' video player page. It has a blue header with the MVD logo and navigation links for 'Instructions', 'Fees', and 'Feedback'. Below the header, the title 'Dealership Training' is displayed, followed by the instruction 'Please watch the entire video and complete the training form.' A 'Back' button is in the top right corner. The video player area shows the Montana Motor Vehicle Division logo and the Montana Interactive logo. Below the logos, the title 'Temporary Registration Permit Service Training for Dealerships' is displayed. A red arrow points to the 'Complete Training Form' button at the bottom. The button text reads: 'Complete Training Form'. A note at the bottom left says: 'Please watch the entire video before completing the training form.'

NOTE: You cannot access the training form until you watch the entire video.

Fig. 10

6. Click **Dealership** (Fig. 11).
7. Fill in the text boxes (Fig. 12). Required text boxes are marked with an asterisk.
8. Click **Submit**.
9. Once the training form is submitted, the MI Help Desk receives an automatic email.

NOTE: The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.

Trainee Information

If you have not completed your registration paperwork, please download the form at <https://app.mt.gov/registered>.

Once we have received your registered user form and confirmation of this training, we will activate your username and password.

Please identify your user type and enter the information requested in the corresponding fields below.

* Required field

What type of user are you?

Dealership Authorized Agent MVD Employee

Fig. 11

What type of user are you?

Dealership Authorized Agent MVD Employee

Dealer Name *

Dealer Number *

Do you have a TRP username? *

☐ Yes ☐ No

TRP Username *

Trainee First and Last Name *

Separate names with commas

Phone Number *

555-555-5555

Fax Number

555-555-5555

Email Address *

Submit

Fig. 12

Troubleshooting

For any troubleshooting of the service itself or the TRP process, please select:

- **Learn more about your support options** on the Home page (Fig. 13).
- **TRP Help Topics** on the Main Menu page (Fig. 14).

NOTE: For more information about managing your **Registered User Account**, such as how to change your password, please refer to [Page 104](#).

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:
▪ Email: dojmydtrbrmt@mt.gov
▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

Temporary Registration Permit Service

TEMPORARY REGISTRATION PERMIT SERVICE

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:
▪ Email: dojmydtrbrmt@mt.gov
▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

THIS SERVICE allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.
[Learn more about your support options.](#)

Username

Password


[Forgot username or password?](#)

TRP
TRAINING VIDEO

Fig. 13


Temporary Registration Permit Client

Select an option to continue.



Training Guide


- [TRP Help Topics](#)



VIN Search

(Opens a different service in a new window)

- [Search by VIN](#)



Temporary Registration Permit

- [Create 40 Day](#)
- [View Activity](#) - Reprint, reissue, void, and view counts.
- [View Specific](#)

Fig. 14

How to Add Employees to Your Account

1. To request access for additional employees after initial dealer registration, a point of contact identified on the Registered Service Agreement emails the MI Help Desk at helpdesk@egovmt.com and includes the:
 - User's first and last name
 - User's email address
 - Account with which the user should be associated
2. The MI Help Desk calls your point of contact to provide the username(s) and password(s) for one to four users.
 - The MI Help Desk faxes the usernames and passwords to the point of contact if there are more than four users.
 - Login credentials are not activated until the MI Help Desk receives email notification that training has been completed for each individual user.

NOTE: A dealer ensures that **EVERY** user completes TRP training at <https://app.mt.gov/trptraining>. The MI Help Desk will not activate user login credentials until it receives email notification that training has been completed for each individual user. *For more information, please refer to [Page 10](#).*

How to Add Dealer Logo Feature

To enhance the visibility of your dealership, you can opt to add your company logo to each TRP (*Fig. 15*).

1. To sign up, your dealership's point of contact identified on the Registered Service Agreement emails the Help Desk at helpdesk@egovmt.com and includes the:
 - Account with which the logo should be associated.
 - Company logo as a .jpg or .gif file sized to at least 600 dpi.
2. To discontinue the logo feature, contact the MI Help Desk at helpdesk@egovmt.com.

NOTE: The cost for having your company logo printed on each permit is \$1 per TRP. As a registered user, logo fees can be included on the monthly invoice that your business receives or paid with a credit or debit card.

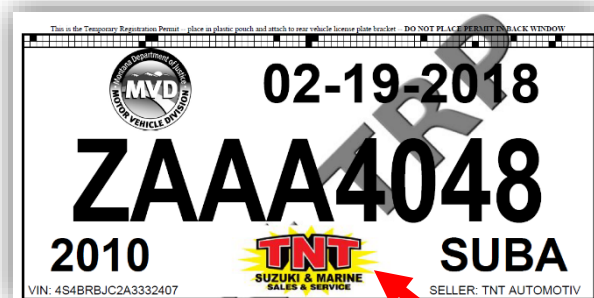


Fig. 15

How to Discontinue Access

Dealer Access

If a dealer no longer needs to use the online TRP service, a point of contact identified on the Registered Service Agreement emails the MVD at dojmvdttrbdlr1@mt.gov.

Employee Access

If a dealer needs to remove access for one of its employees, a point of contact identified on the Registered Service Agreement emails the MI Help Desk at helpdesk@egovmt.com.

THE HOME PAGE

The following section describes the initial online TRP service page, located at <https://app.mt.gov/trp>. There are several options on the Home page (Fig. 16) for dealerships that need to create a temporary registration permit:

- To contact the Vehicle Services Bureau with service questions or concerns, use the information listed.
- To watch videos about how to use the online TRP service, select **Learn more about your support options**.
- To take the required training before using the service, click **Start Training**.
- To watch an online service demonstration about how the service functions, click **Try The Demo**.
- Other links on the Home page that also appear throughout the service are:
 - **Instructions** for the service.
 - **Fees**, which lists the prices for an in-state and out-of-state TRP.
 - **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.

How to Log In

Once you have completed the required training (Page 10), and your registered username and password have been activated, log in to the online TRP service at <https://app.mt.gov/trp> (Fig. 16).

1. Enter your **Username** and **Password**.
2. Click **Log in**.

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

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This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

Fig. 16

Navigation

The following features appear throughout the online TRP service pages:

- An asterisk indicates required information. You must complete all text boxes marked with an asterisk before the service will allow you to continue (Fig. 17).
- Drop-down lists are marked by an arrow. To view your choices, click on the arrow.
- The word **OR** indicates that you can choose which type of information to enter. For example, a purchaser or lien holder might be a company or an individual, therefore you can enter a company name or a first and last name.
- You cannot enter information in gray-shaded text boxes.
- Clicking **Continue** allows you to proceed to the next page after you enter all required information.
- Clicking **Main Menu** allows you to cancel creation of the TRP and return to the Main Menu page.
- If any required information is missing, a message appears below the text box in red text.
- Each page displays a message in the lower left-hand corner about whether the MVD system (MERLIN) is in online or offline mode. For more information about offline mode, please refer to [Page 115](#).
- Error messages display in a red pop-up box on the right side of the page (Figs. 18-19). For more information about error messages, please refer to [Page 113](#).
- Warning messages display in a blue pop-up box on the right side of the page (Figs. 20-21). For more information about warning messages, please refer to [Page 114](#).

The screenshot shows the 'Security Interest' form. At the top, there is a 'Company Name *' field with 'First Interstate Bank' entered. Below this is a gray bar with 'OR' in the center, circled in red. Underneath are four fields: 'First Name', 'Middle Initial', 'Last Name', and 'Suffix'. Below these are three fields: 'ID Number *', 'ID Type *', and 'ID Jurisdiction *'. Red arrows point to the 'ID Number *' field (with a red message 'ID Number is required for Secure Interest.' below it), the 'ID Type *' field, and the 'ID Jurisdiction *' field. At the bottom left, there are two buttons: 'Continue' and 'Main Menu', both circled in red. At the bottom, there is a 'MERLIN status: ONLINE' indicator, also pointed to by a red arrow.

Fig. 18

A red pop-up box with a white exclamation mark icon. The text inside reads: 'Vehicle Identification Number (VIN) is required.' There is a close button (X) in the top right corner.

Fig. 17

A red pop-up box with a white exclamation mark icon. The text inside reads: 'THE OLD PERMIT HAS AN ERROR OF 'EXPIRED''. There is a close button (X) in the top right corner.

Fig. 19

A blue pop-up box with a white information icon (i). The text inside reads: 'Purchaser 1 information was not found.' There is a close button (X) in the top right corner.

Fig. 20

A blue pop-up box with a white information icon (i). The text inside reads: 'INVALID VIN FORMAT (INVALID LENGTH).' There is a close button (X) in the top right corner.

Fig. 21

How to Log Out

As a registered user, it is important to log out of the online TRP service to prevent someone from using your account while you are away from your computer.

- The **Log out** link displays at the top of every page of the online TRP service (*Fig. 22*).
- To end the session, select **Log out**. You'll be returned to the Home page of the online TRP service.

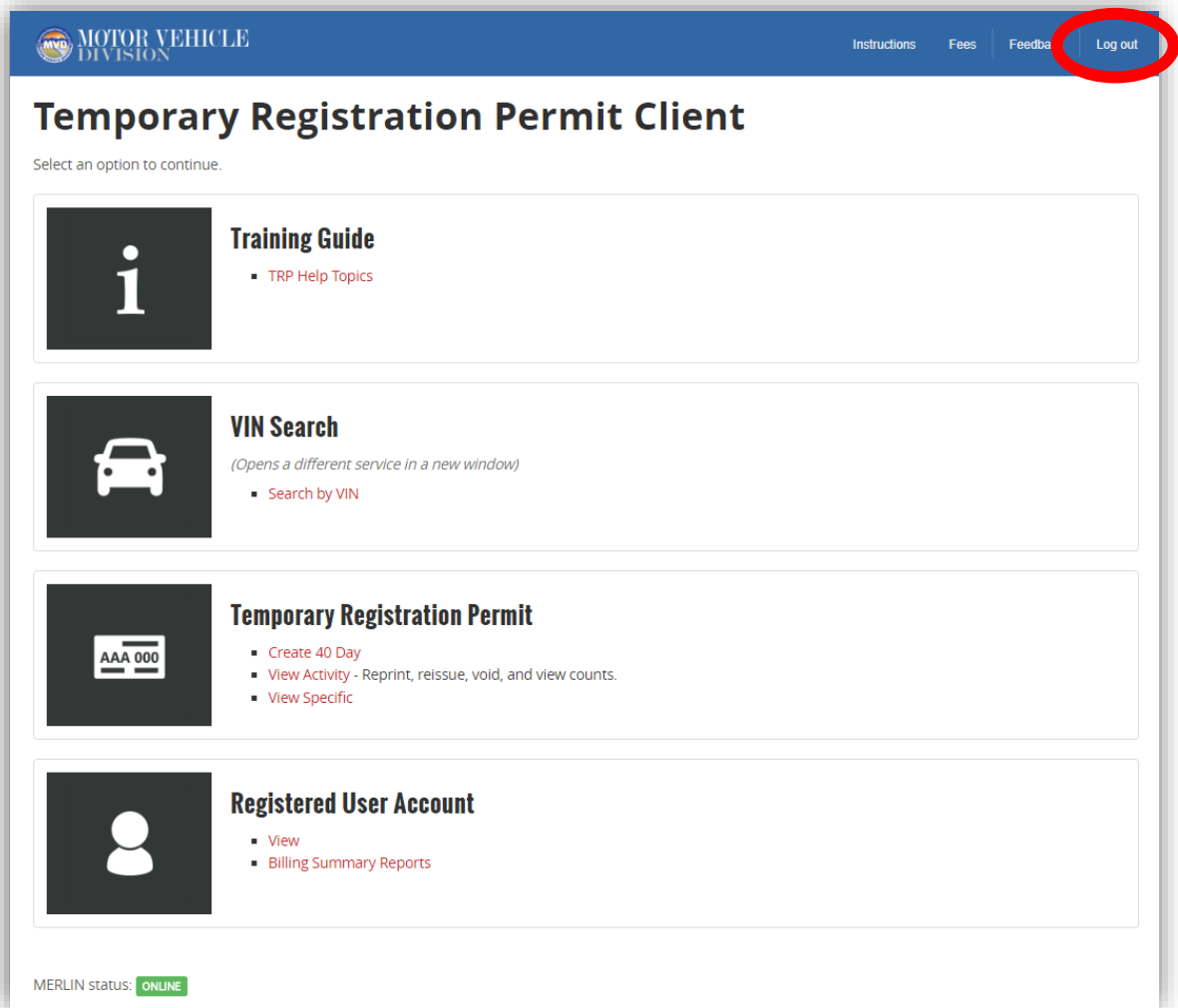


Fig. 22

THE MAIN MENU

The online TRP service Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account.

Other links on the Main Menu page that also appear throughout the service are:

- **Instructions** for the service.
- **Fees**, which lists the price for a single record search.
- **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.
- **Log out**, which you should select when you finish using the service. Logging out prevents unauthorized users from performing transactions on a shared or unattended computer.

Training Guide

In the Training Guide section, you can access a list of topics that link to instructional videos.

To choose topics and watch instructional videos, select **TRP Help Topics** (Fig. 23).

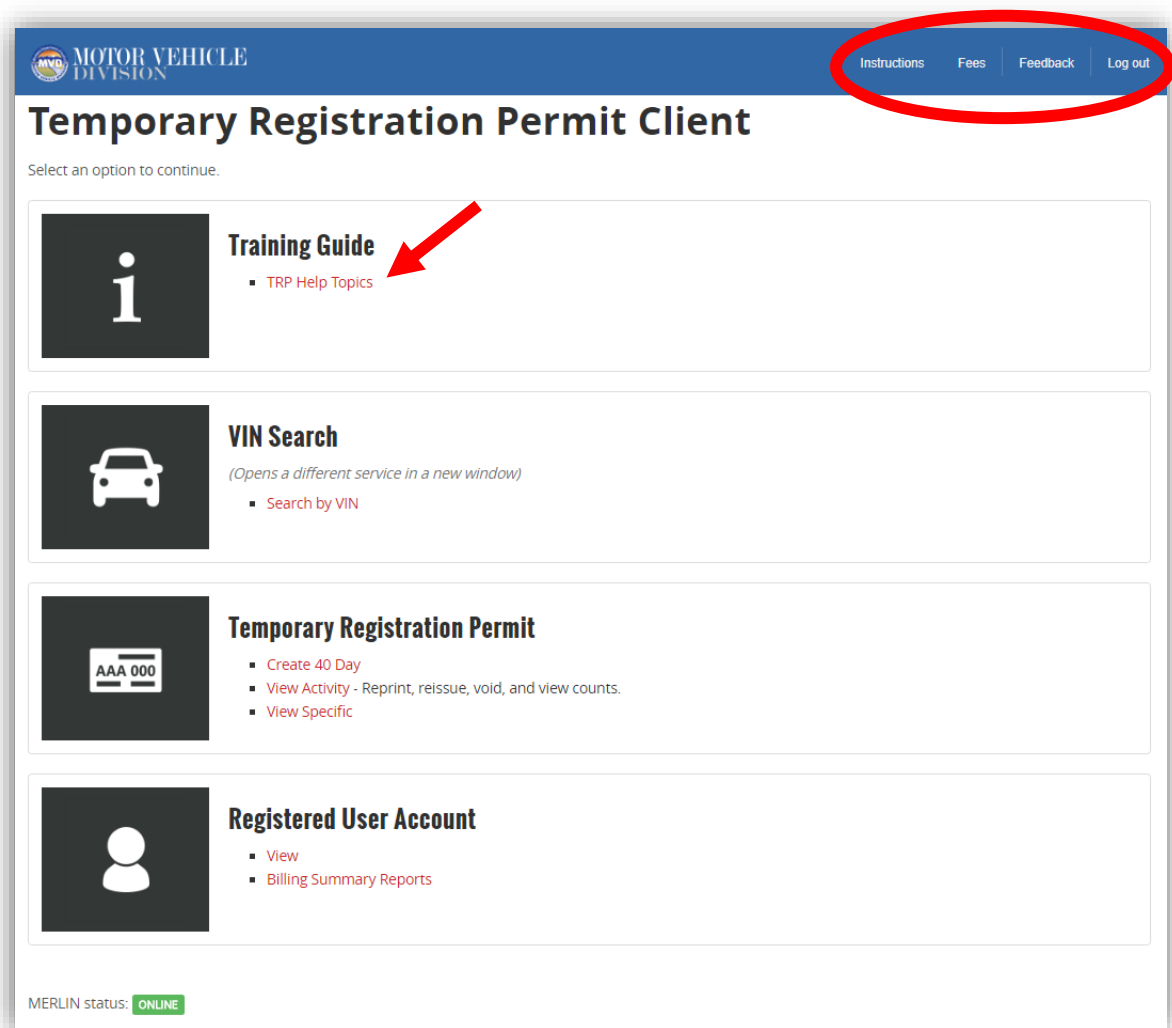


Fig. 23

TRP Help Topics

1. To watch instructional videos, select a subject in red text from the **TRP Help Topics** menu (*Fig. 24*).
 - The videos, which can be viewed on any computer, tablet, or mobile device, are available 24 hours a day, 365 days per year.
2. To return to the Main Menu page, click **Back**.
3. To return to the Main Menu page, click **Main Menu**.

TRP Help Topics

Select an option to continue.

1. Log In

- [How to Log In](#)

2. Create a 40-day TRP

- [Standard Purchaser](#)
- [Lessor-Lessee Purchaser](#)
- [LLC Purchaser](#)

3. Create a 90-day TRP

- [Dealership](#)
- [Authorized Agent/MVD](#)

4. Reprint a TRP

- [How to Reprint a TRP](#)

5. Void a TRP

- [Void and Reissue a TRP](#)
- [Void and Close a TRP](#)
- [Void for Cancellation of Sale after TRP Expires](#)

6. Reports

- [Activity Reports](#)

7. Using the Vehicle Search Service

- [How to Search for a Vehicle](#)

8. Accessing your Registered User Account

- [How to Review your Registered User Account](#)

9. Exception Processing

- [Warning Messages](#)
- [Error Messages](#)
- [Offline Mode](#)

10. Log Out

- [How to Log Out](#)

Back

Main Menu

Fig. 24

VIN Search

In the VIN Search section, you can search for information about any vehicle that is titled and/or registered in Montana by entering a vehicle's unique identification number, a VIN.

To enter a VIN, select **Search by VIN** (Fig. 25). The Vehicle Search page opens in a new browser tab.

Vehicle Search

1. On the Vehicle Search page, enter a vehicle identification number (Fig. 26).
2. To proceed, click **Search**.
3. To return to the online TRP service Main Menu page, click **Back**.

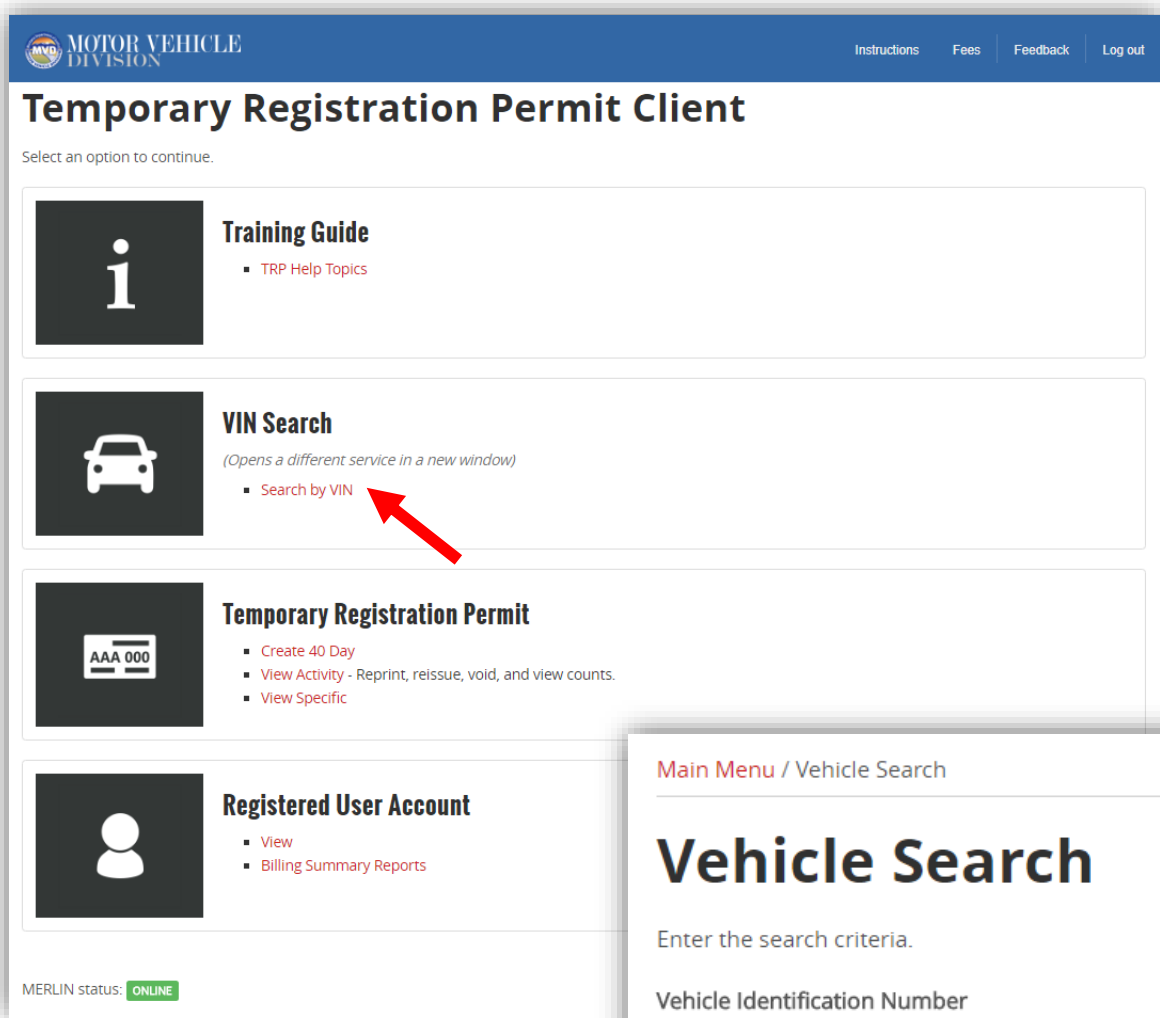


Fig. 25

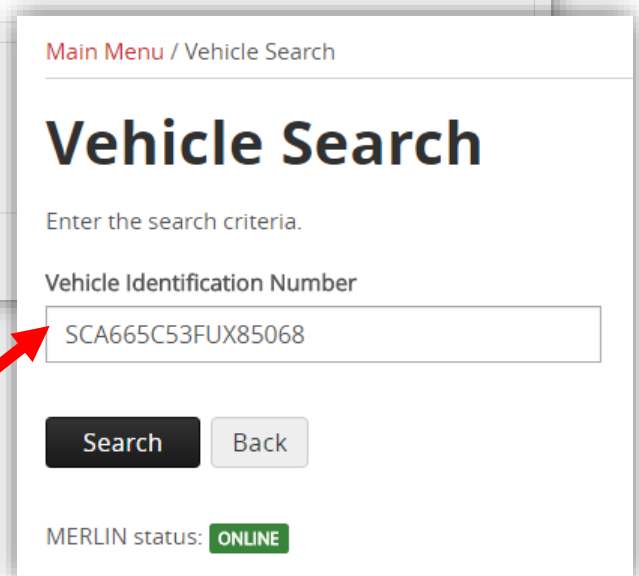


Fig. 26

View Record

MVD releases personal information contained in a vehicle record only to those who qualify under Montana's Driver Privacy Protection Act (DPPA). The resale or further disclosure of information contained in the record is subject to strict regulation under state and federal laws. For more information about the laws controlling the information, select [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

Single Vehicle Record

If a single vehicle record is found, the vehicle record is displayed on the Vehicle Record page (*Figs. 27-29, pgs. 22-24*).

As an online TRP service user, you can see the following sections of the vehicle record (exceptions are noted):

- Vehicle Information
- Title
- Vehicle Ownership – You can see all information except the SSN or the previous owner.
- Lien History
- Title History
- Registration Information

Vehicle Record

Use of the following information is subject to the limitations described in the [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

Vehicle Information

Vehicle Identification Number	4YDF27820AC504015	MSRP	
Vehicle Identification Number 2		Manufacturer's GVW or GCW	
Vehicle Number	2639756	Engine Size	
Year	2010	Length	336
Make	COUG	Shipping Weight	7300
Model	CG2	Motor Home Class	
Type	TL	Fuel Type	
Extended Model		Vehicle Characteristics	
Style	TL 5W	Insurance Suspension	false
Color	WHI	Vehicle Ownership ID	2938193
Ton Code			

Title

Title	AA0323230
Status	Approved
Title Date	03-02-2010
Application Date	02-17-2010
Sale Date	01-08-2010
Brand	
Selling Dealer	04D015
Odometer/Odometer Indicator	/
Title Surrendered to	
Jurisdiction of Title	MT

Fig. 27

Vehicle Ownership

CURRENT

Owner Name Shea, Janet, Mulcahy
Customer Number 2619898

Street Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Owner Name Shea, Timothy, Joseph
Customer Number 2619938

Street Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Mailing Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Mailing Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Lien History

SI Holder Name Bank Of The West
Customer Number 2066040

Street Address

Address Line 1 Box 2497
Address Line 2
City Omaha
State NE
Zip 68103

Mailing Address

Address Line 1 PO Box 2497
Address Line 2
City Omaha
State NE
Zip 681032497

Title History

Fig. 28

1. To print a copy of the record, click **Print** (Fig. 29).
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

Registration Information

Registration Number	3475496	Registration Start Date	02-01-2010
Status	Active	Registration End Date	PERMANENT
RPO	false	Registration Usage	Recreational Trailer
1-Year Registration	false	County	Silver Bow
Registration Start Date	02-01-2010	Declared GVW	
Registration End Date	PERMANENT	GVW Class	
Registration Usage	Recreational Trailer	GVW Begin Date	
County	Silver Bow	GVW End Date	

Number	101504A	Registration Start Date	02-01-2010
Type	Std County Perm Lg	Registration End Date	PERMANENT
Status	Active	Registration Usage	Recreational Trailer

Tab Number

TRP

Number	
Type	
Issue Date	
Expiration Date	
Issue By	
Single Move Origin (City/State)	/
Single Move Destination	/

Fees

Item	Cost
Std County Perm Lg Init NP	\$10.00
TRP MT Resident	\$3.00
Travel Trailer Reg Fee	\$152.00
SI Recording Fee	\$0.00
MHP (Montana Highway Patrol)	\$5.00
Heavy Vehicle Title fee	\$10.00

Transaction ID TRPVHS2018020517211637626
Date & Time 02-05-2018 17:21:16 MST

Print

Start Another Search

Main Menu

MERLIN status: ONLINE

Fig. 29

Multiple Vehicle Records

If the service finds multiple records, the Search Results page displays a list of vehicles (*Fig. 30*). The page also displays a total number of records found for the VIN and Vehicle Type combination.

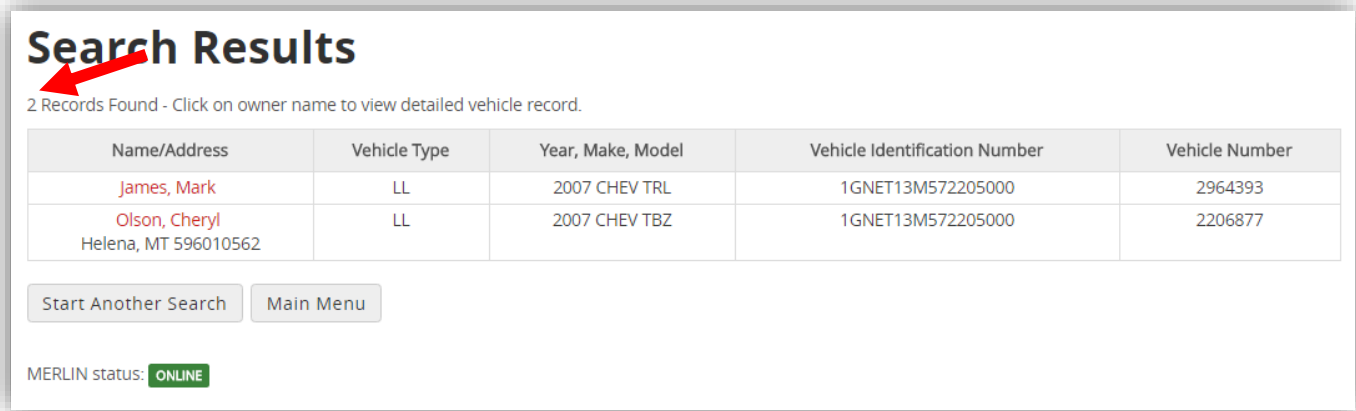
1. To view and/or print the vehicle record, select the owner's name in red text.
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

No Matching Records

If the service finds no matching records, the page displays a message (*Fig. 31*).



Fig. 31

The screenshot shows a web page titled "Search Results" in a large, bold, black font. Below the title, a red arrow points to the text "2 Records Found - Click on owner name to view detailed vehicle record." Below this text is a table with five columns: "Name/Address", "Vehicle Type", "Year, Make, Model", "Vehicle Identification Number", and "Vehicle Number". The table contains two rows of data. In the first row, "James, Mark" is highlighted in red in the "Name/Address" column. In the second row, "Olson, Cheryl" is highlighted in red in the "Name/Address" column. Below the table are two buttons: "Start Another Search" and "Main Menu". At the bottom left, it says "MERLIN status: ONLINE" with "ONLINE" in a green box.

Name/Address	Vehicle Type	Year, Make, Model	Vehicle Identification Number	Vehicle Number
James, Mark	LL	2007 CHEV TRL	1GNET13M572205000	2964393
Olson, Cheryl Helena, MT 596010562	LL	2007 CHEV TBZ	1GNET13M572205000	2206877

Start Another Search Main Menu

MERLIN status: **ONLINE**

Fig. 30

Create a 40-Day TRP

To issue a 40-day TRP, select **Create 40 Day** in the Temporary Registration Permit section on the Main Menu page (Fig. 32).

Dealerships can create the following types of TRPs:

- **Vehicle sale:** Available to new and used auto dealerships. For instructions, please refer to [Page 26](#).
- **Courtesy delivery:** Available to new and used auto dealerships. For instructions, please refer to [Page 42](#).
- **SI Demo:** Available to financial institutions. For instructions, please refer to [Page 43](#).
- **Auto Auction:** Available to auto auction businesses and dealerships, including the state auction property and supply group, that conduct auto auctions. For instructions, please refer to [Page 44](#).
- **90-Day:** To create a 90-Day TRP, select **View Activity** or **View Specific**. For instructions, please refer to [Page 87](#).

Helpful Resources

TRP training video:

<https://app.mt.gov/trptraining/dealership.html>.

TRP Help Topics:

<https://app.mt.gov/trptraining/topics/index.html>.

MI Help Desk:

406-449-3468, Ext. 0, or helpdesk@egovmt.com

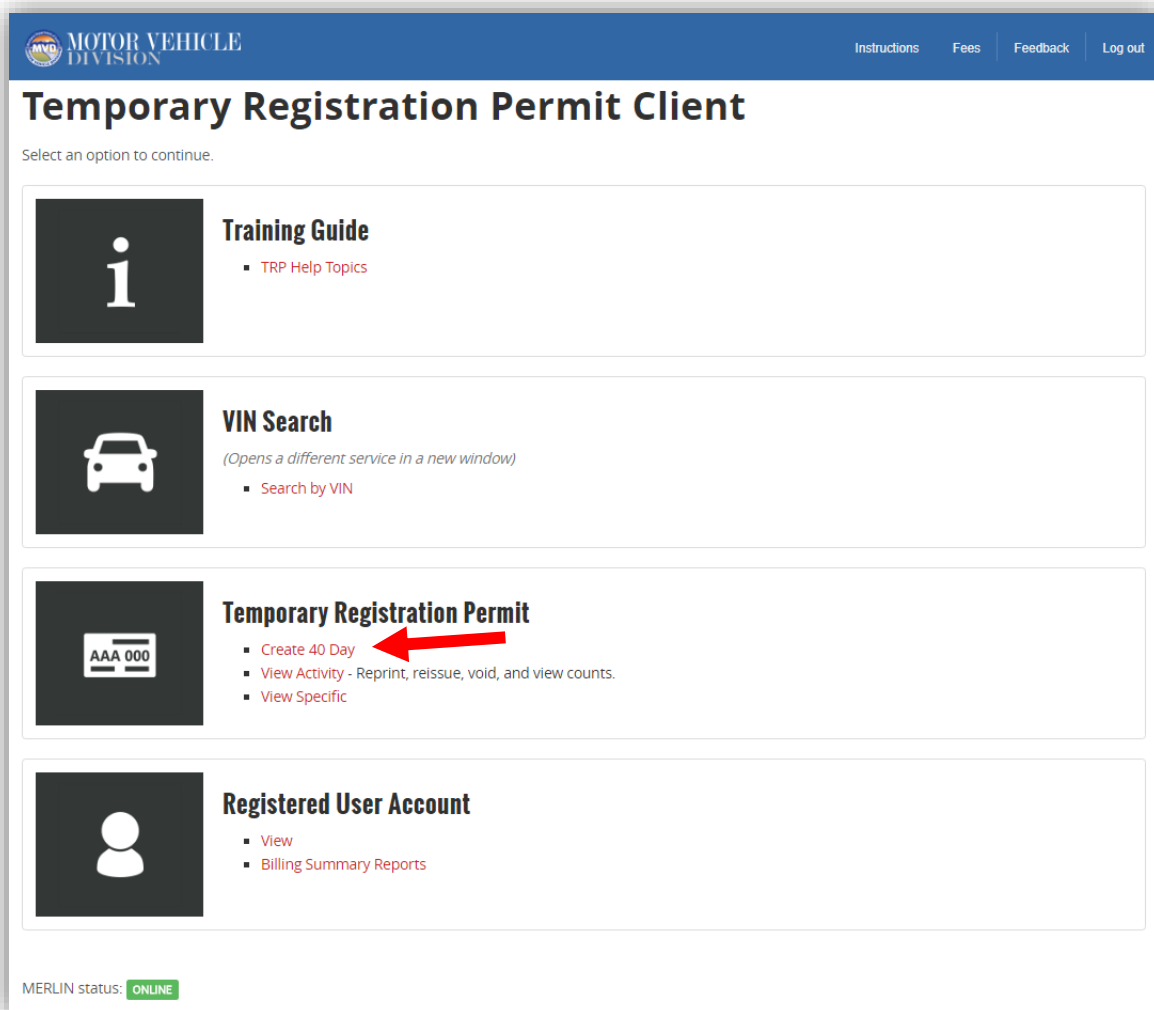


Fig. 32

Vehicle Sale TRP

To issue a **Vehicle Sale** TRP, you must enter the vehicle, purchaser, seller information and, if applicable, the lender information. The online TRP service searches for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser, seller, and lender information are tied to unique ID numbers.

Who can issue this type of TRP?

Employees of new and used auto dealerships.

When is this type of TRP issued?

When a customer buys or leases a new or used vehicle.

Search for Vehicle & Purchaser

Vehicle Information

1. Select **Vehicle Sale** (Fig. 33) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
NOTE: Vehicle Sale is the default choice for new and used auto dealerships.
2. Select the **Vehicle Type**. Possible choices are:
 - ATV
 - Boat
 - Bus
 - Manufactured Dwelling
 - Mobile Home
 - Motorcycle
 - Motor Home
 - Passenger
 - Snowmobile
 - Special Mobile
 - SUV
 - Truck
 - Truck Camper
 - Trailer
 - Trailer (recreational)
 - Van
 - Golf Cart
3. Enter the **Vehicle Identification Number (VIN)**.

The screenshot shows the 'Vehicle & Purchaser Search' form. Under the 'Vehicle' section, there are three fields: 'Type of TRP to Issue' (a dropdown menu with 'Vehicle Sale' selected), 'Vehicle Identification Number (VIN)' (a text input field), and 'Vehicle Type' (a dropdown menu with a list of vehicle types). A red arrow points to the 'Vehicle Identification Number (VIN)' field, and another red arrow points to the 'Vehicle Type' dropdown menu.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue *

Vehicle Sale

Vehicle Identification Number (VIN) *

Vehicle Type *

- ATV
- Boat
- Bus
- Manufactured Dwelling
- Mobile Home
- Motorcycle
- Motor Home
- Passenger
- Snowmobile
- Special Mobile
- SUV
- Truck
- Truck Camper
- Trailer
- Trailer (recreational)
- Van
- Golf Cart

Fig. 33

Purchaser(s) Information

You must enter at least one purchaser. If a purchaser wants the vehicle titled in two names, complete both the Purchaser 1 and Purchaser 2 sections. **NOTE:** If the customer is leasing the vehicle, enter the lessor's information in the Purchaser 1 section and the lessee's information in the Purchaser 2 section. Please refer to Page 29 for more information about lease situations.

1. Enter the purchaser's name on the Vehicle & Purchaser Search page (Fig. 34).

- **Company Name:** If the purchaser is an organization, enter the company name. The text box allows a maximum of 66 characters. Allowed characters are:

- | | |
|---|--|
| <input type="radio"/> Apostrophe (') | <input type="radio"/> Asterisk (*) |
| <input type="radio"/> Dollar sign (\$) | <input type="radio"/> Period (.) |
| <input type="radio"/> Space () not consecutive | <input type="radio"/> Colon (:) |
| <input type="radio"/> Dash (-) | <input type="radio"/> Semi-Colon (;) |
| <input type="radio"/> Exclamation (!) | <input type="radio"/> Question Mark (?) |
| <input type="radio"/> Quote (") | <input type="radio"/> Underscore (_) |
| <input type="radio"/> Percent (%) | <input type="radio"/> Tilde (~) |
| <input type="radio"/> Ampersand (&) | <input type="radio"/> Plus (+) |
| <input type="radio"/> Open and Close Parenthesis () | <input type="radio"/> Equals (=) |
| <input type="radio"/> Open/Close Brackets {} | <input type="radio"/> Upper/Lower Case letters |

- **First Name, Middle Initial, Last Name, Suffix:** If the purchaser is an individual, enter the name exactly as it appears on the purchaser's driver's license or identification credential.
 - The name text boxes each have an 80-character limit and allow the A-Z, space, dash, and apostrophe characters.
 - If the purchaser only has one name, such as Prince, enter it in the last name text box.
 - If applicable, select a suffix. Choices are JR, SR, 1st-9th, and I-IX.
 - If the purchaser does not have a suffix or a middle initial, leave the text boxes empty.

NOTE: If a **Purchaser** is a current Montana driver, the legal name and address prepopulates on the next page with the driver's information found in the MVD system.

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

Sally L Smith

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Purchaser/Requestor 2

Company Name *

Sally's Paint Pots

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Fig. 34

2. Enter the purchaser's **ID Number** (Fig. 35).
 - If the purchaser has no ID, enter None.
 - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
 - Remove the hyphen if entering an FEIN.
3. Select the **ID Type**. Possible choices are:
 - Driver License Number
 - Identification Card Number
 - FEIN
 - MVD Customer Number
 - Montana Corporation ID Number
 - Tribal ID
 - Wrecking Facility License Number
 - Dealer License Number
4. If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
 - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the **ID Jurisdiction** drop-down menu.
 - If the **ID Type** is FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the **ID Jurisdiction** text box.
5. Select the **Ownership Type**.
 - **Purchaser:** Select **Purchaser** if the customer is an individual or a small business (not an LLC).

NOTE: It is important to only enter **None** for the **ID Number**, when the purchaser has none of the forms of identification listed.

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Purchaser/Requestor 2

Company Name *

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * Ownership Type *

Fig. 35

NOTE: You cannot select an **Ownership Type** for **Purchaser 2** until after you fill in the **Purchaser 1** text boxes.

- **Lessor/Lessee:**
 - If the customer is leasing the vehicle, select **Lessor** in the Purchaser 1 section (*Fig. 36*).
 - Select **Lessee** in the Purchaser 2 section.
 - Unless noted, all data entry requirements on [Pages 27-28](#) apply.
 - If there are additional owners and lessees, an authorized agent or MVD employee will add those into the MVD system.

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Purchaser/Requestor 2

Company Name *

OR

First Name * Middle Initial Last Name * Suffix

ID Number * ID Type * Ownership Type *

NOTE: It is important to only enter **None** for the **ID Number**, when the purchaser has none of the forms of identification listed.

Fig. 36

- - Select LLC in the Purchaser 1 if the customer is a limited liability company (LLC) (*Fig. 37*).
 - There is no Purchaser 2 section if Purchaser 1 is an LLC.
 - Unless noted, all data entry requirements on [Pages 27-28](#) apply.

NOTE: While **Lessor** and **Lessee** are presented in a specific order in this user manual, the **Lessee** may be **Purchaser 1** and the lessor may be **Purchaser 2**.

Purchaser/Requestor 1

Company Name *

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * Ownership Type *

NOTE: If the **Purchaser** is an LLC, the service displays a required LLC agent section on the Vehicle & Purchaser page ([Fig. 46, pg. 37](#)).

Fig. 37

Seller Information

On the Vehicle & Purchaser Search page, the Seller section displays prepopulated information tied to your registered user account (*Fig. 38*).

If you have multiple dealer licenses, choose the dealer license from the drop-down menu that should be listed on the TRP.

The screenshot shows a web form titled "Seller". It contains several input fields and dropdown menus. A yellow callout box with a pointer to the "Montana Dealer License" dropdown contains the following text:

NOTE: As an auto dealer issuing a Vehicle Sale TRP, your dealership information is listed in the Seller section.

The form fields are as follows:

- Montana Dealer License ***: A dropdown menu showing "01d001 Leskovar Motors Inc".
- OR**: A horizontal separator.
- Company Name ***: A text input field containing "LESKOVAR MOTORS INC".
- OR**: A horizontal separator.
- First Name ***: A text input field.
- Middle Initial**: A text input field.
- Last Name ***: A text input field.
- Suffix**: A dropdown menu.
- ID Number ***: A text input field containing "01d001".
- ID Type ***: A dropdown menu showing "Dealer License Number".
- ID Jurisdiction ***: A dropdown menu showing "MONTANA".

Fig. 38

Security Interest Information

1. If a security interest is to be perfected, enter information about the company or individual holding the security interest, or lien, on the Vehicle & Purchaser Search page (*Fig. 39*).
 - **Company Name:** If the lien holder is a business, enter the company name. See character specifications on [Page 27](#).
OR
 - **First Name, Middle Initial, Last Name, Suffix:** If the lien holder is an individual, enter the name exactly as it appears on the lien holder's driver's license or identification credential. See character specifications on [Page 27](#).
 - **ID Number:** If the lien holder has no ID, enter None.
 - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
 - Remove the hyphen if entering an FEIN.
 - **ID Type:** If the lien holder has an ID, enter one of the following ID types:
 - Driver License Number
 - Identification Card Number
 - FEIN
 - MVD Customer Number
 - Montana Corporation ID Number
 - Tribal ID
 - Wrecking Facility License Number
 - Dealer License Number
 - **ID Jurisdiction:** If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
 - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the **ID Jurisdiction** drop-down menu.
 - If the **ID Type** is an FEIN, no jurisdiction is necessary. The service no longer displays the **ID Jurisdiction** text box, if you select FEIN.
2. Once you have entered the lien holder's information or if no lien is involved, click **Continue**.
3. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

NOTE: It is important to only enter **None** for the ID Number, when the lien holder has none of the forms of identification listed.

Security Interest

Company Name *

First Auto Bank

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * ID Jurisdiction *

786756453

Continue Main Menu

Fig. 39

NOTE: The fee is \$8.24 to file a **Security Interest**. After you have paid for the transaction, you can print the security interest perfection letter along with the TRP.

Enter Vehicle & Purchaser Information

On the Vehicle & Purchaser page, the service displays any known vehicle(s), the purchaser(s), seller, LLC agent, and security interest information, if applicable.

Vehicle Information

The Vehicle section displays the following information about the vehicle (*Fig. 40*). If the VIN matches information in the MVD or VIN validation systems, the associated information prepopulates in the vehicle information text boxes.

- **Vehicle Type** and **Vehicle Identification Number (VIN)**: Information you entered on the Vehicle & Purchaser Search page.
- **Year**: Describes when the model was produced.
- **Make**: The manufacturer of the vehicle (i.e. Honda, Pontiac, etc.).
- **Model**: The brand of vehicle (i.e. CRV, YKN).
- **Style**: The body shape of the vehicle (i.e. Coupe, Van)
- **Primary Color**: The color of most of the vehicle.
- **Secondary Color**: A second exterior vehicle color, if applicable.
- **Odometer Reading**: The number of miles or kilometers that the vehicle has traveled.
- **Odometer Indicator**: The method of obtaining the odometer reading.
- **Odometer Unit**: The unit of measurement that the vehicle uses to measure the distance that it has traveled.
- **Fuel Type**: The energy source that powers the vehicle, such as gasoline, diesel, liquid propane gas, solar, electrical, compressed natural gas, and hybrid.
- **Sale Date**: The sale date defaults to today's date.
- **State Where Vehicle Will Be Titled**: The state where the purchaser plans to title the vehicle.
- **Purchaser County of Residence**: The Montana county where the purchaser lives.

Vehicle

Vehicle Type SUV
Vehicle Identification Number (VIN) 3GYFNEE30GS530865

Year * 2016 Make * Cadillac Model SRX Style -- Other, please specify: --
UT
(Vehicle Style Code)

Primary Color * Secondary Color

Odometer Reading * Odometer Indicator * Odometer Unit * Miles Fuel Type * Gas

Sale Date * 04-26-2018 State Where Vehicle Will Be Titled * MONTANA Purchaser County of Residence *
MM-DD-YYYY Only if vehicle will be titled in Montana

Fig. 40

NOTE: The TRP expiration date is calculated from the date of TRP issuance not the **Sale Date**. The TRP should be issued on the day the purchaser takes possession of the vehicle.

1. If the **Vehicle Type** (Fig. 41) is incorrect, click **Cancel** (Fig. 42) at the bottom of the page to return to the Vehicle & Purchaser Search page and choose a different vehicle type.
2. If the **VIN** is incorrect, click **Cancel** at the bottom of the page to return to the Vehicle & Purchaser Search page and correct the VIN.
3. Enter the **Year** if it is missing. Change the year if it is incorrect.
4. If empty or incorrect, select the **Make** from drop-down list.
 - If the vehicle make is not one of the choices, select **Other, Please Specify**.
 - Enter the make in the text box that appears.
5. If empty or incorrect, select the **Model** from drop-down list.
 - If the vehicle model is not one of the choices, select **Other, Please Specify**.
 - Enter an abbreviation for the model in the text box that appears. The abbreviations are two or three alpha-numeric characters.
6. If empty or incorrect, select the **Style** from drop-down list.
 - If the vehicle style is not one of the choices, select **Other, Please Specify**.
 - Enter the style in the text box that appears.

NOTE: If the vehicle is a trailer, you must select a style.

Vehicle

Vehicle Type: SUV 1

Vehicle Identification Number (VIN): 3GYFNEE30GS530865 2

Year: 2016 3

Make: Cadillac 4

Model: SRX 5

Style: -- Other, please specify: -- 6

UT (Vehicle Style Code)

Primary Color: 3

Secondary Color:

Odometer Reading:

Odometer Indicator:

Odometer Unit: Miles

Fuel Type: Gas

Sale Date: 04-26-2018

State Where Vehicle Will Be Titled: MONTANA

Purchaser County of Residence:

MM-DD-YYYY

Only if vehicle will be titled in Montana

Fig. 41

Continue Cancel Main Menu

MERLIN status: ONLINE

Fig. 42

7. If empty or incorrect, select the **Primary Color** from drop-down list (*Fig. 43*).
8. If empty or incorrect, select the **Secondary Color** from drop-down list.
9. Enter the **Odometer Reading**. This is required for vehicles less than 10 years old.
 - If the vehicle is a boat or a trailer, the odometer reading is not required.
 - For heavy trucks, you may enter zero.
10. Enter the **Odometer Indicator**. This is required for vehicles less than 10 years old.
 - If you entered zero in the odometer reading text box, select **Actual** or **Last Known** as the Odometer Indicator.
 - **DO NOT** select **Exceeds Mechanical Limits**, **Not Actual**, or **Warning Discrepancy** unless reflected on the vehicle's paperwork as these indicators brand the vehicle.
11. Select Miles or Kilometers from the **Odometer Unit drop-down list**. This is required for vehicles less than 10 years old.
12. If empty or incorrect, select the **Fuel Type** from the drop-down list.
13. The **Sale Date** defaults to today's date.
 - The service prevents you from selecting a future sale date.
 - The TRP expiration date is calculated from the date of issuance, not the Sale Date.
 - The TRP should be issued on the day the purchaser takes possession of the vehicle.
14. If empty or incorrect, select the **State Where Vehicle Will Be Titled** from the drop-down list.
15. If the vehicle is to be titled in Montana, select the county where the purchaser lives in the **Purchaser County of Residence** drop-down list.

Vehicle

Vehicle Type SUV
Vehicle Identification Number (VIN) 3GYFNEE30GS530865

Year * 2016 Make * Cadillac Model SRX Style -- Other, please specify: --
UT
(Vehicle Style Code)

Primary Color * Secondary Color Odometer Reading * Odometer Indicator * Odometer Unit * Miles Fuel Type * Gas

Sale Date * 04-26-2018 State Where Vehicle Will Be Titled * MONTANA Purchaser County of Residence *
MM-DD-YYYY Only if vehicle will be titled in Montana

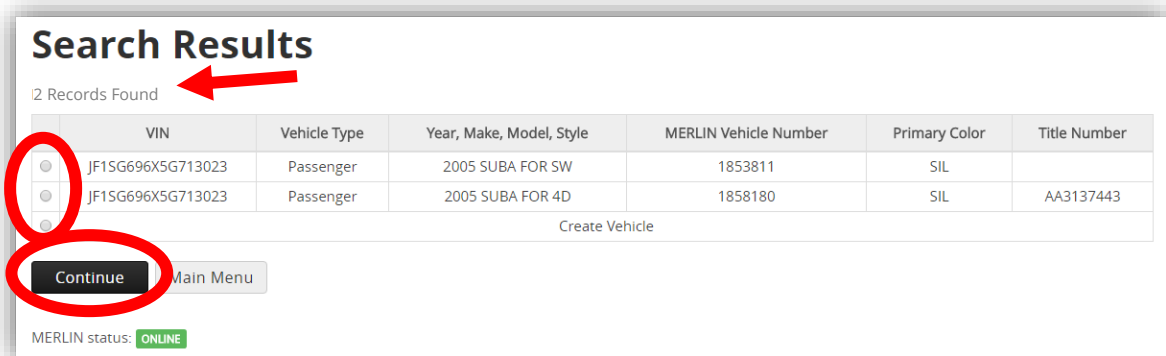
Fig. 43

NOTE: Purchaser 1 must have a Montana address if vehicle will be titled in the State.

Multiple Vehicles

In rare cases, a VIN may be assigned to multiple vehicles in the MVD or VIN validation systems. If multiple vehicles have the same VIN, the service displays a list of the vehicles on the Search Results page (*Fig. 44*). The Search Results page displays a total number of records found for the VIN and Vehicle Type combination.

1. Review the results carefully and select the correct vehicle.
2. If the correct vehicle is not displayed in your results, click **Create Vehicle**.
3. To proceed, click **Continue**.
4. To return to the Main Menu page, click **Main Menu**.
5. No matter what you select, the Vehicle & Purchaser page displays. For further instructions, please refer to [Page 32](#).



Search Results

2 Records Found

	VIN	Vehicle Type	Year, Make, Model, Style	MERLIN Vehicle Number	Primary Color	Title Number
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR SW	1853811	SIL	
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR 4D	1858180	SIL	AA3137443

Create Vehicle

Continue Main Menu

MERLIN status: ONLINE

Fig. 44

Purchaser(s) Information

The Purchaser 1 and Purchaser 2 sections display the following information about each purchaser (Fig. 45). If the purchaser wants only one name on the title, the page displays only the Purchaser 1 section. If either purchaser's ID matches information in the MVD system, the associated information prepopulates in the respective address text boxes.

- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type, Ownership Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1:** The purchaser's street address.
- **Address Line 2:** Additional purchaser street address information.
- **City:** The city where the purchaser lives.
- **State:** The state where the purchaser lives.
- **ZIP Code:** The purchaser's ZIP Code.

Mailing Address

- **Address Line 1:** The purchaser's mailing address.
- **Address Line 2:** Additional purchaser mailing address information.
- **City:** The mailing address city.
- **State:** The mailing address state.
- **ZIP Code:** The purchaser's mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Purchaser 1 and Purchaser 2 sections.

- A post office box cannot be entered in a street address text box.
- Enter post office box information in the mailing address text box.
- If the purchaser does not have a street address, enter a physical address such as "one block from the general store."

2. If the purchaser's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the mailing address text boxes will populate with the street address information.

Purchaser 1 Information

First Name Sally
 Middle Initial L
 Last Name Smith
 Suffix
 ID Number 12345678910111
 ID Jurisdiction MT
 ID Type Driver License Number
 Ownership Type Purchaser

Street Address

Address Line 1 *
 1900 Brooks

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
 PO Box 2345

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801-2345

NOTE: Purchaser 1 must have a Montana address if vehicle will be titled in the State.

NOTE: If Purchaser 1 is an LLC, a street address is not required as long as you enter a mailing address.

Fig. 45

LLC Agent

If you chose LLC as the Ownership Type for Purchaser 1, enter the LLC agent information (*Fig. 46*).

Purchaser 1 Information

Company Name: Annie's Photography
ID Number: 45637536437892687
ID Jurisdiction:
ID Type: FEIN
Ownership Type: LLC

Street Address

Address Line 1 *: 246 Euclid
Address Line 2:
City *: Helena State *: MONTANA Zip Code *: 59601

☒ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *: 246 Euclid
Address Line 2:
City *: Helena State *: MONTANA Zip Code *: 59601

LLC Agent

First Name *: Annie Middle Initial: Last Name *: Temple Suffix:
ID Number *: 565656588998787900 ID Type *: Driver License Number ID Jurisdiction *: MONTANA

Fig. 46

Seller Information

The Seller section displays the following information about the seller (*Fig. 47*). If the seller's ID matches information in the MVD system, the associated information prepopulates in the respective address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1:** The seller's street address.
- **Address Line 2:** Additional seller street address information.
- **City:** The city where the seller is located.
- **State:** The state where the seller is located.
- **ZIP Code:** The purchaser's ZIP Code.

Mailing Address

- **Address Line 1:** The seller's mailing address.
- **Address Line 2:** Additional seller mailing address information.
- **City:** The seller's mailing address city.
- **State:** The seller's mailing address state.
- **ZIP Code:** The seller's mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Seller section.
 - A post office box cannot be entered in a street address text box.
 - Enter post office box information in the mailing address text box.

2. If the seller's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the mailing address text boxes populate.

3. To proceed, click **Continue**.

4. To return to the Vehicle & Purchaser Search page, click **Cancel**.

5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

Seller

Company LESKOVAR MOTORS INC
ID Number 01d001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

☒ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Security Interest

Record Security Interest yes

Continue Cancel Main Menu

NOTE: If you entered information in the **Security Interest** section on the Vehicle & Purchaser Search page, **Yes** is displayed in this section.

Fig. 47

Enter Security Interest Perfection Information

If you entered information in the Security Interest section on the Vehicle & Purchaser Search page, the service displays a Security Interest Perfection page with the following information about the lien holder (*Fig. 48*). If the ID matches information in the MVD system, the associated information prepopulates in the address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.
OR
- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1 and 2:** The lien holder's street address.
- **City:** The city where the lien holder is located.
- **State:** The state where the lien holder is located.
- **ZIP Code:** The lien holder's ZIP Code.

Mailing Address

- **Address Line 1 and 2:** The lien holder's mailing address.
- **City:** The lien holder's mailing address city.
- **State:** The lien holder's mailing address state.
- **ZIP Code:** The lien holder's mailing address ZIP Code.

1. If empty or incorrect, enter the **Street Address** information.
 - A post office box cannot be entered in a street address text box.
 - Enter post office box information in the mailing address text box.
2. If the lien holder's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the **Mailing Address** text boxes populate.
3. To proceed, click **Continue**.
4. To return to the Vehicle & Purchaser page, click **Cancel**.
5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

Security Interest Perfection

Enter the requested information.
* Required field

Company First Auto Bank
ID Number 786756453
ID Jurisdiction
ID Type FEIN

Street Address

Address Line 1 *
2500 Reserve

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO Box 5000

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801-5000

Fig. 48

Verify All Information

- On the Verification page, carefully review the information in following sections (*Figs. 49-50, pgs. 40-41*):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

Vehicle Type	SUV	Odometer Reading	25000
Vehicle Identification Number (VIN)	3GYFNEE30GS530865	Odometer Indicator	Actual
Year	2016	Odometer Unit	Miles
Make	Cadillac	Fuel Type	Gas
Model	SRX	Sale Date	04-26-2018
Style	UT	State Where Vehicle Will Be Titled	MT
Primary Color	Gray	Purchaser County of Residence	MISSOULA COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	Sally
Middle Initial	L
Last Name	Smith
Suffix	
ID Number	12345678910111
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 1900 BROOKS	Address Line 1 PO BOX 2345
Address Line 2	Address Line 2
City MISSOULA	City MISSOULA
State MT	State MT
Zip Code 59801	Zip Code 59801-2345

Purchaser/Requestor 2

First Name	John
Middle Initial	W
Last Name	Smith
Suffix	
ID Number	none
ID Jurisdiction	
ID Type	
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 1900 BROOKS	Address Line 1 1900 BROOKS
Address Line 2	Address Line 2
City MISSOULA	City MISSOULA
State MT	State MT
Zip Code 59801	Zip Code 59801

Fig. 49

2. The page displays a list of the fees and the total the cost for the transaction (*Fig. 50*).
3. To proceed, click **Create Temporary Registration Permit**.
4. If anything is incorrect, click **Edit** to return to the Vehicle & Purchaser page and correct the information.
5. To stop the TRP creation process and return to the Main Menu page, click **Cancel**.
6. For information about how to pay for the TRP, please refer to [Page 100](#).
7. For information about how to print the TRP, please refer to [Page 103](#).

Seller

Company Name LESKOVAR MOTORS INC
ID Number 01D001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address

Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Mailing Address

Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Security Interest Perfection

Record Security Interest yes
Company Name First Auto Bank
ID Number 786756453
ID Jurisdiction
ID Type FEIN
Security Interest Tracking Number:
Security Interest Priority Date:

Street Address

Address Line 1 2500 Reserve
Address Line 2
City Missoula
State MT
Zip Code 59801

Mailing Address

Address Line 1 PO Box 5000
Address Line 2
City Missoula
State MT
Zip Code 59801-5000

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Dealer Logo	\$1.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24
Total	\$9.24

Once you have verified your information is entered correctly, select "Create Temporary Registration Permit" to finalize the TRP creation process.
To change the information entered, select "Edit".

Create Temporary Registration Permit Edit Cancel

MERLIN status: **ONLINE**

Fig. 50

Courtesy Delivery TRP

To issue a Courtesy Delivery TRP, you must enter the vehicle, purchaser, seller information and, if applicable, the lender information. The online TRP service searches for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser, seller, and lender information is tied to unique ID numbers.

The process of issuing a **Courtesy Delivery** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

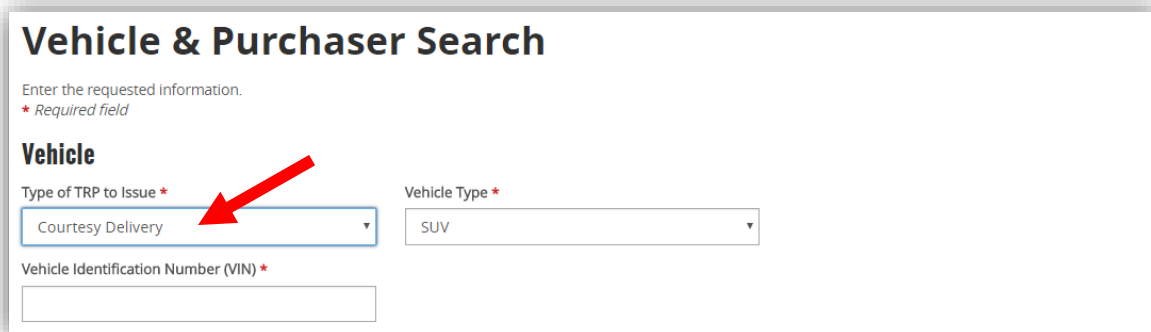
1. Select **Courtesy Delivery** (Fig. 51) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 27-31](#).
 - On the Vehicle & Purchaser Search page, the Seller section displays prepopulated information tied to your registered user account (Fig. 52).
 - Select the dealership where the vehicle is being shipped from the drop-down list.
3. To issue a Courtesy Delivery TRP, follow the instructions on [Pages 32-41](#).
4. For information about how to pay for the TRP, please refer to [Page 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Who can issue this type of TRP?

Employees of new and used auto dealerships.

When is this type of TRP issued?

When the new owners of a vehicle request that the vehicle be shipped to another dealership for customer pickup.



Vehicle & Purchaser Search

Enter the requested information.
* Required field

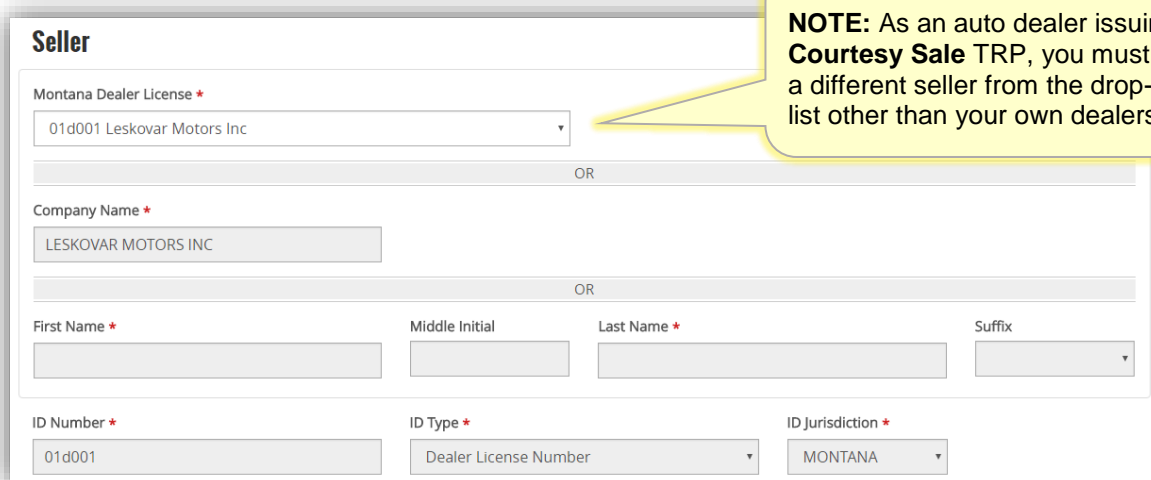
Vehicle

Type of TRP to Issue *

Vehicle Type *

Vehicle Identification Number (VIN) *

Fig. 51



Seller

Montana Dealer License *

OR

Company Name *

OR

First Name *

Middle Initial

Last Name *

Suffix

ID Number *

ID Type *

ID Jurisdiction *

NOTE: As an auto dealer issuing a **Courtesy Sale** TRP, you must select a different seller from the drop-down list other than your own dealership.

Fig. 52

SI Demo TRP

To issue an **SI Demo** TRP, you must enter the vehicle and purchaser information. The online TRP service searches for information about the vehicle and purchaser(s) in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser information is tied to unique ID numbers.

The process of issuing an **SI Demo** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select SI demo (*Fig. 53*) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
NOTE: SI demo is the default and only choice for financial institutions.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 27-31](#).
 - As a financial institution, enter your own financial institution information in the Purchaser section.
 - There are no Seller or Security Interest sections.
 - The **Ownership Type** defaults to TRP Requestor and that is the only choice for financial institutions.
3. To issue an **SI Demo** TRP, follow the instructions on [Pages 32-41](#).
 - There are no Seller or Security Interest sections.
4. For information about how to pay for the TRP, please refer to [Page 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Who can issue this type of TRP?
Financial Institutions.

When is this type of TRP issued? When a financial institution allows a potential buyer to test drive a vehicle. The TRP is used for multiple test drives.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue * **SI demo** Vehicle Type * Passenger

Vehicle Identification Number (VIN) *
JTNBB46K973026989

Purchaser/Requestor 1

Company Name *
Mountain Top Credit Union

OR

First Name Middle Initial Last Name Suffix

ID Number * 88888888888888888888 ID Type * FEIN Ownership Type * TRP Requestor

NOTE: As a financial institution issuing an **SI Demo** TRP, enter your own company's information in the **Purchaser** section.

Fig. 53

Auto Auction TRP

To issue an **Auto Auction** TRP, you must enter the vehicle, purchaser, and seller information. The online TRP service searches for information about the vehicle, purchaser(s), and seller in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser and seller information are tied to unique ID numbers.

The process of issuing an **Auto Auction** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Auto Auction** (Fig. 54) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 27-31](#).
 - As an auction business, enter your own company's information in the Purchaser section.
 - Select Purchaser as the **Ownership Type**.
 - There is no Security Interest section.
3. To issue an **Auto Auction** TRP, follow the instructions on [Pages 32-41](#). There are a few differences:
 - The service allows you to enter a future date in the **Sale Date** text box.
 - There is no Security Interest section.
 - The TRP is printed in advance of the sale.
4. Once the vehicle has been sold at the auction, follow the instructions for voiding and reissuing a TRP using the Update Purchaser reason on [Page 72](#).
 - After the auction, when you void and reissue the TRP, you will change the purchaser's name from your company's name to the new owner's name.
5. For information about how to pay for the TRP, please refer to [Page 100](#).
6. For information about how to print the TRP, please refer to [Page 103](#).

Who can issue this type of TRP?

Auto auction businesses and dealerships, including the state auction property and supply group, that conduct auto auctions.

When is this type of TRP issued? When issuing a permit before an auto auction and then updating it with the new owner's information after purchase.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue * **Auto Auction** (indicated by a red arrow)

Vehicle Type * **SUV**

Vehicle Identification Number (VIN) *
5GRGN22U05H113983

Purchaser/Requestor 1

Company Name *
Kearns Company LLC

OR

First Name Middle Initial Last Name Suffix

ID Number * 04A001 ID Type * Dealer License Number ID Jurisdiction * MONTANA Ownership Type * Purchaser

NOTE: As an auto auction business issuing an **Auto Auction** TRP, enter your own company name as the **Purchaser** when you issue the TRP. After the sale, you will change the purchaser's name to the new vehicle owner's name.

Fig. 54

View Activity

To search for and view information about your dealership's transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page (Fig. 55). Within this section you also can reprint, void, and reissue a TRP, and issue a 90-Day TRP.

NOTE: To view details related to specific search parameters, select **View Specific** in the Temporary Registration Permit section on the Main Menu page. Please be aware that using View Specific provides details related to search parameters, not a report of TRP activity. For more information, please refer to [Page 91](#).

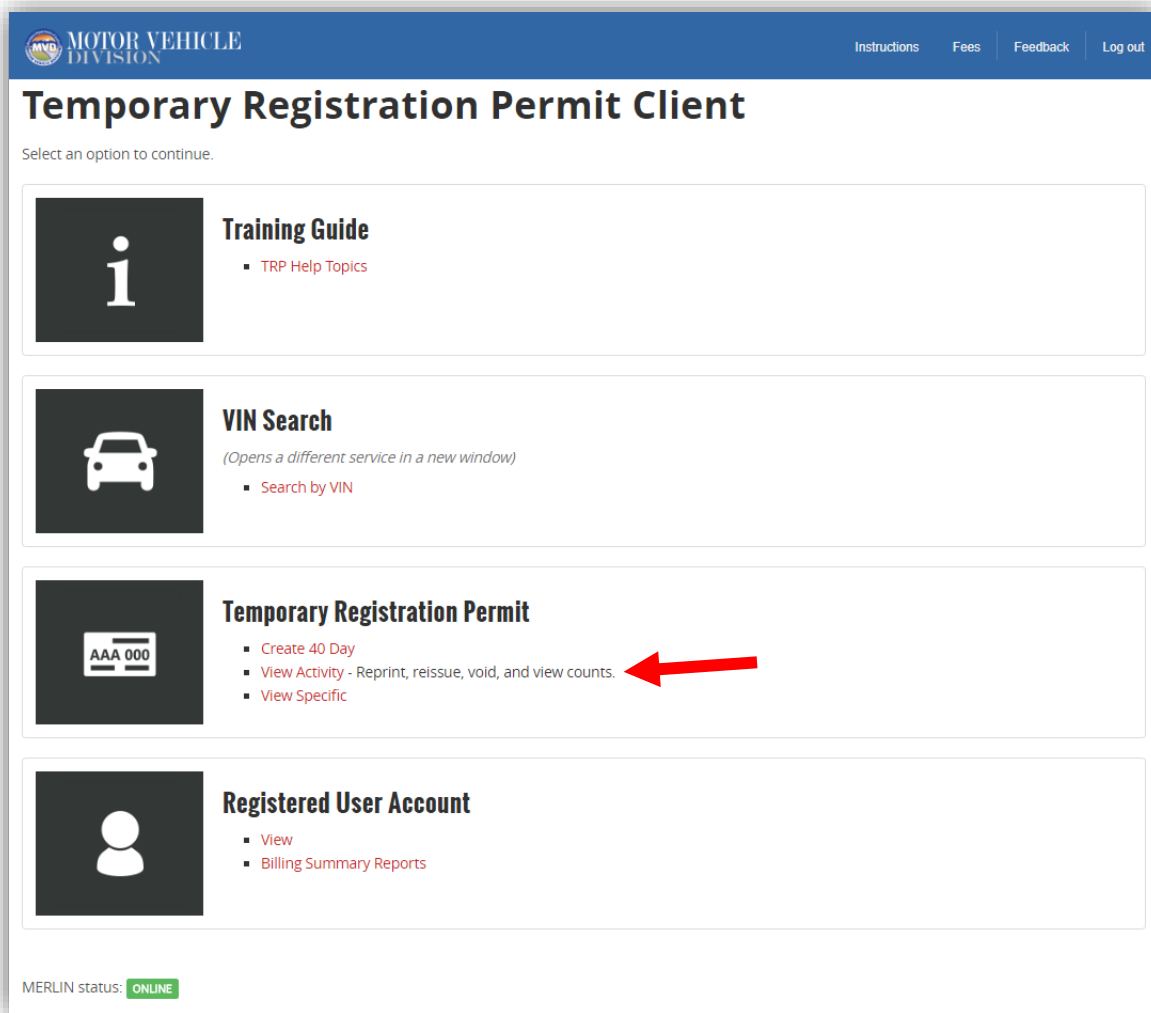



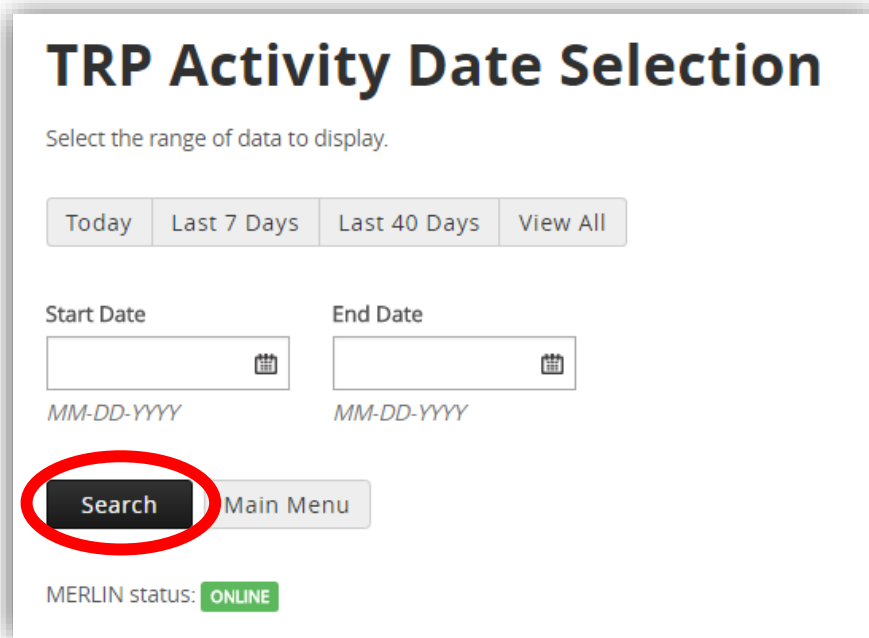
Fig. 55

TRP Activity Date Selection

Select a range of data on the TRP Activity Date Selection page (Fig. 56).

1. Select one of the following:
 - **Today**
 - **Last 7 Days**
 - **Last 40 Days**
 - **View All**

OR
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. To proceed, click **Search**.
4. To return to the Main Menu page, click **Main Menu**.



TRP Activity Date Selection

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Search Main Menu

MERLIN status: **ONLINE**

Fig. 56

TRP Activity Results

The TRP Activity Results page lists TRP activity only for users tied to your account (Fig. 57).

You can view the following information about each TRP:

- **Date/Time:** A timestamp of when the TRP was issued, reissued, or voided.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who issued, reissued or voided the TRP.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Y is displayed if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 122](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 120](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 90](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, **Reprint**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 54-89](#).

NOTE: From the TRP Activity Results page, you can reprint, void, and reissue TRPs, and issue 90-Day TRPs. For instructions, please refer to [Pages 54-89](#).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-16-2018 End Date: 01-19-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 929 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)		Print	Void
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		Reissue
01-16-2018 1:53 PM	AAIJ6248 / VEHICLE SALE	03D022DC	1FTFW1ET4DKF26773	Y	GARNETT MAXINE	Expired (Issue)			Void Issue 90 Day TRP
01-16-2018 1:25 PM	AAIJ6230 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	VIOLA RICKI	Expired (Reissue)			Void Issue 90 Day TRP
01-16-2018 1:22 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Void (Void)	DATA ENTRY ERROR		
01-16-2018 12:57 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Active (Issue)			Void
01-16-2018 8:34 AM	AAIJ6021 / VEHICLE SALE	03D022DC	1FTFW1RG2JFB72558	N	EDITH PERCIVAL	Expired (Issue)			Void

NOTE: To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 57

NOTE: A yellow Message button also may appear in the **Action** column. For more information about this button, please refer to [Page 115](#).

Message

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 58).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 59).
5. To view a report displaying aggregate data, click **View TRP Counts for the Given Search** (Fig. 58). For more information about the Counts report, please refer to [Page 51](#).
6. To return to the TRP Activity Date Selection page, click **Back**.
7. To return to the TRP Activity Date Selection page, click **Search Activity**.
8. To search for specific TRPs, click **Search Specific**.
9. To return to the Main Menu page, click **Main Menu**.

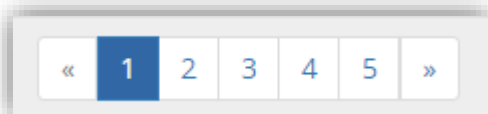


Fig. 59

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-15-2018 End Date: 01-19-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 929 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)			
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		
01-16-2018 1:53 PM	AAIJ6248 / VEHICLE SALE	03D022DC	1FTFW1ET4DKF26773	Y	GARNETT MAXINE	Expired (Issue)			
01-16-2018 1:25 PM	AAIJ6230 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	VIOLA RICKI	Expired (Reissue)			
01-16-2018 1:22 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Void (Void)	DATA ENTRY ERROR		
01-16-2018 12:57 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Active (Issue)			
01-16-2018 8:34 AM	AAIJ6021 / VEHICLE SALE	03D022DC	1FTFW1RG2JFB72558	N	EDITH PERCIVAL	Expired (Issue)			
01-15-2018 6:02 PM	AAIJ5986 / VEHICLE SALE	03D022DC	1GN5KCE03DR239094	Y	MARCI CASH	Expired (Issue)			
01-15-2018 2:02 PM	AAIJ5807 / VEHICLE SALE	03D022DC	1FMJK2AT3JEA00528	N	WEBSTER ISADORA	Complete (Reprint)			
01-15-2018 2:01 PM	AAIJ5807 / VEHICLE SALE	03D022DC	1FMJK2AT3JEA00528	N	WEBSTER ISADORA	Active (Issue)			

« 1 2 3 4 5 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

MERLIN status: ONLINE

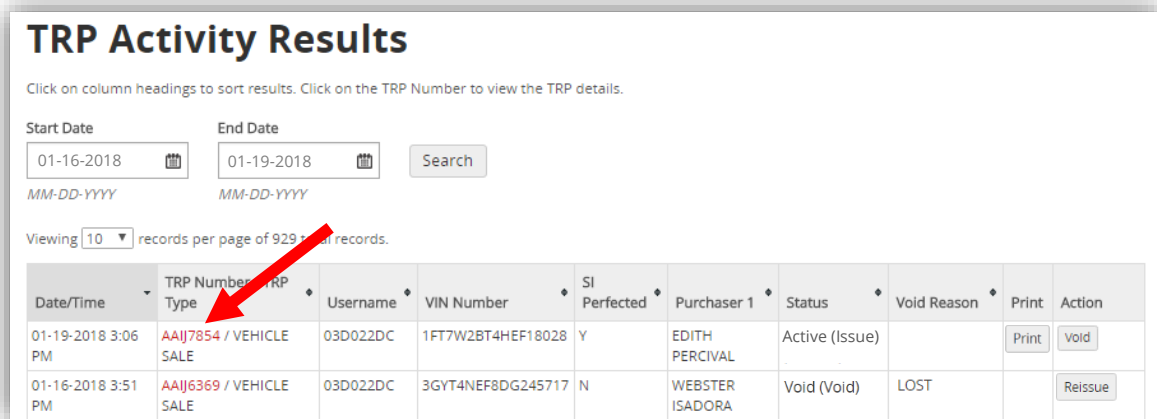
NOTE: To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 58

TRP Details

- To view details about a TRP from the TRP Activity Results page, select the desired TRP number in red text (Fig. 60).

The page displays applicable vehicle, purchaser(s), LLC agent, seller, and security interest information associated with the TRP (Figs. 61-62, pgs. 49-50).



TRP Activity Results

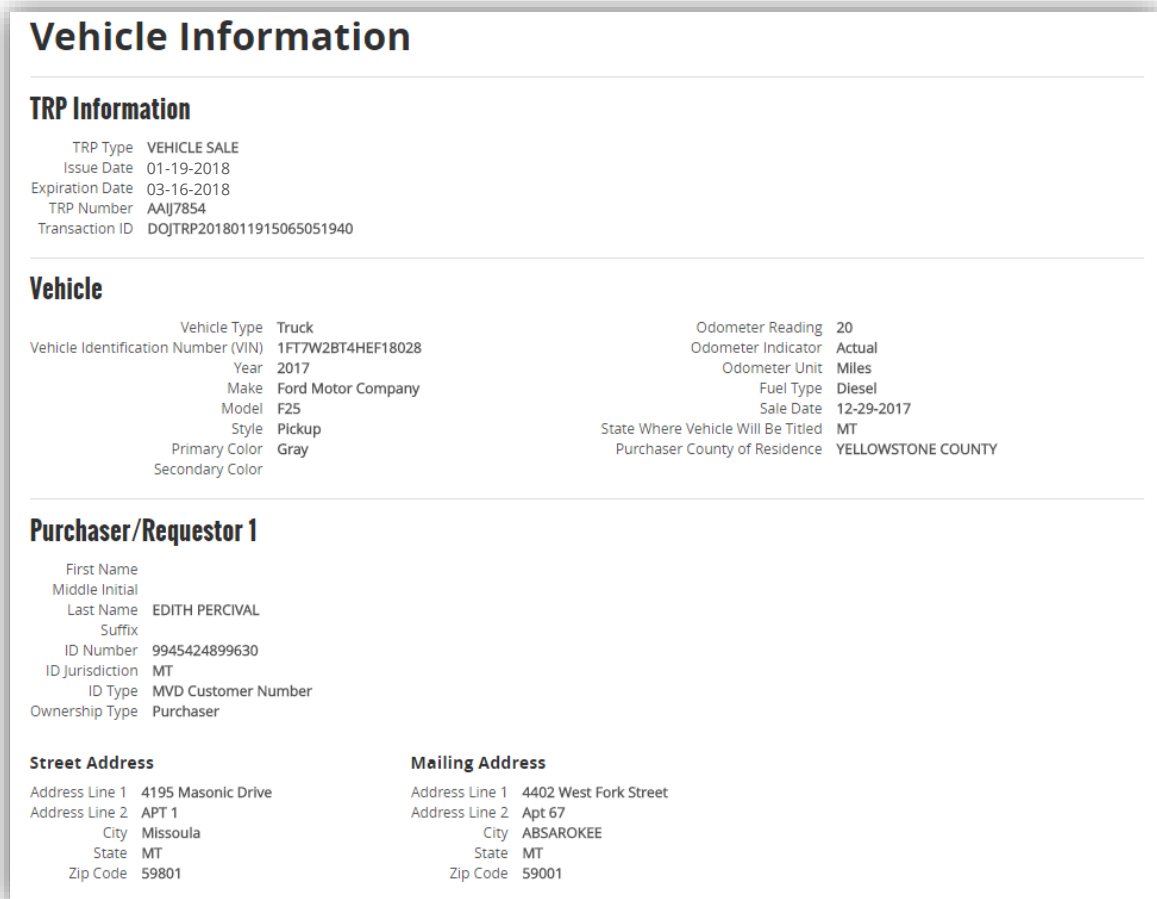
Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-16-2018
End Date: 01-19-2018
Search

Viewing 10 records per page of 929 records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)		Print	Void
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		Reissue

Fig. 60



Vehicle Information

TRP Information

TRP Type: VEHICLE SALE
Issue Date: 01-19-2018
Expiration Date: 03-16-2018
TRP Number: **AAIJ7854**
Transaction ID: DOJTRP2018011915065051940

Vehicle

Vehicle Type	Truck	Odometer Reading	20
Vehicle Identification Number (VIN)	1FT7W2BT4HEF18028	Odometer Indicator	Actual
Year	2017	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Diesel
Model	F25	Sale Date	12-29-2017
Style	Pickup	State Where Vehicle Will Be Titled	MT
Primary Color	Gray	Purchaser County of Residence	YELLOWSTONE COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name
Middle Initial
Last Name: EDITH PERCIVAL
Suffix
ID Number: 9945424899630
ID Jurisdiction: MT
ID Type: MVD Customer Number
Ownership Type: Purchaser

Street Address

Address Line 1: 4195 Masonic Drive
Address Line 2: APT 1
City: Missoula
State: MT
Zip Code: 59801

Mailing Address

Address Line 1: 4402 West Fork Street
Address Line 2: Apt 67
City: ABSAROOKEE
State: MT
Zip Code: 59001

Fig. 61

2. To return to the TRP Activity Results page, click **Back** (Fig. 62).
3. To return to the TRP Activity Date Selection page, click **Search Activity**.
4. To search for specific TRPs, click **Search Specific**.
5. To return to the Main Menu page, click **Main Menu**.

Purchaser/Requestor 2

First Name
Middle Initial
Last Name EDITH PERCIVAL
Suffix
ID Number 9945424899630
ID Jurisdiction MT
ID Type
Ownership Type Purchaser

Street Address	Mailing Address
Address Line 1 674 Tibbs Avenue	Address Line 1 2120 Tibbs Avenue
Address Line 2 Apt 54	Address Line 2
City Shelby	City Ovando
State MT	State MT
Zip Code 59474	Zip Code 59854

Seller

First Name
Middle Initial
Last Name THE TINY DEALER COMPANY
Suffix
ID Number 03D022
ID Jurisdiction MT
ID Type Dealer License Number

Street Address	Mailing Address
Address Line 1 4107 Davis Street	Address Line 1 4402 West Fork Street
Address Line 2	Address Line 2 Apt 67
City Helena	City ABSAROCKEE
State MT	State MT
Zip Code 59601	Zip Code 59001

Security Interest Perfection

Record Security Interest yes
Company Name THE CHEEKY FINANCIAL SERVICES COMPANY
ID Number 4962668765
ID Jurisdiction GA
ID Type FEIN
Security Interest Tracking Number: 3X0701019
Security Interest Priority Date: 12-29-2017

Street Address	Mailing Address
Address Line 1 852 Coolidge Street	Address Line 1 4195 Masonic Drive
Address Line 2	Address Line 2 APT 1
City Neihart	City Missoula
State MT	State MT
Zip Code 59465	Zip Code 59801

BackSearch ActivitySearch SpecificMain Menu

Fig. 62

View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Activity Results page (Fig. 63).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

End Date

MM-DD-YYYY
MM-DD-YYYY

Viewing records per page of 1825 total records.

Date/Time	TRP Number / TRP Type *	Username *	VIN Number *	SI Perfected *	Purchaser 1 *	Status *	Void Reason *	Print	Action
04-26-2018 4:15 PM	AAIK3908 / VEHICLE SALE	01D001DJ	3GCUK5EC6FG253077	N	GUNGER INC	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
04-26-2018 3:51 PM	AAIK3931 / VEHICLE SALE	01D001DJ	1N6AA0EC4FN510252	N	TEST, TESS	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
04-16-2018 11:45 AM	AAIK3901 / VEHICLE SALE	01D001DJ	1J4AA2D14BL608566	N	TEST, TEST	Void (Void)	TITLE/VIN MISMATCH		<input type="button" value="Reissue"/>
04-05-2018 3:56 PM	AAIK3931 / VEHICLE SALE	01D001TT	1N6AA0EC4FN510252	N	TEST, TESS	Active (Issue)			
04-02-2018 2:15 PM	AAIK3911 / VEHICLE SALE	01D001DJ	1GCRK5E7XCZ159532	N	TEST, TESS	Active (Issue)			<input type="button" value="Void"/>
03-29-2018 5:01 PM	AAIK3908 / VEHICLE SALE	01D001DJ	3GCUK5EC6FG253077	N	GUNGER INC	Active (Issue)			
03-28-2018 2:02 PM	AAIK3901 / VEHICLE SALE	01D001DJ	1J4AA2D14BL608566	N	TEST, TEST	Active (Reissue)			
03-28-2018 2:02 PM	AAIK3900 / VEHICLE SALE	01D001DJ	1J4AA2D14BL608566	N	TEST, TEST	Void (Void)	STOLEN		
03-28-2018 2:00 PM	AAIK3900 / VEHICLE SALE	01D001DJ	1J4AA2D14BL608566	N	TEST, TEST	Active (Reissue)			
03-28-2018 2:00 PM	AAIK3899 / VEHICLE SALE	01D001DJ	1J4AA2D14BL608566	N	TEST, TEST	Void (Void)	LOST		

Reports

Fig. 63

TRP Counts

1. The TRP counts page displays the following summary results within your chosen parameters (*Fig. 64*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SIs perfected.
 - Number of vehicle searches performed.
2. The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
3. To view the aggregated counts grouped by user ID, click **Report Details**.
4. To return to the TRP Activity Results page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**.

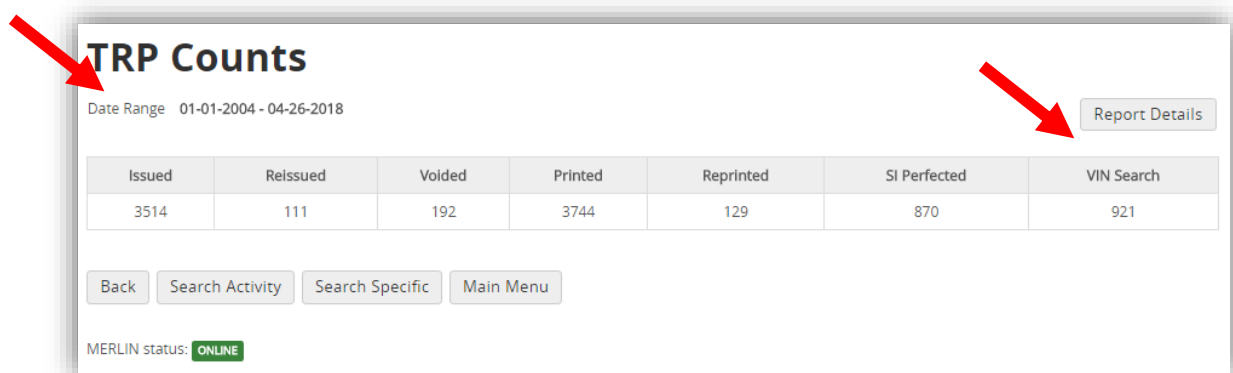


Fig. 64

TRP Count Details

- The TRP Count Details page displays a total number of TRPs grouped by user ID within your chosen parameters (*Fig. 65*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.
 - Grand totals for each column.
- The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
- To return to the TRP Counts page, click **Back**.
- To return to the TRP Activity Date Selection page, click **Search Activity**.
- To search for specific TRPs, click **Search Specific**.
- To return to the Main Menu page, click **Main Menu**.

TRP Count Details
Date Range 01-01-2004 - 04-26-2018

Customer ID	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
101910	01D001BS	6	0	1	7	0	5	44
	01D001CL	94	6	5	100	10	62	378
	01D001DJ	5	11	17	0	5	6	6
	01D001JG	1039	43	53	1115	38	573	129
	01D001MF	0	0	0	0	0	0	5
	01D001SW	2369	51	107	2522	76	224	359
	01D001TT	1	0	0	0	0	0	0
	DMV03	0	0	1	0	0	0	0
	TRB57AT	0	0	1	0	0	0	0
	TRB57KB	0	0	4	0	0	0	0
	TRB57LC	0	0	1	0	0	0	0
	TRB57PG	0	0	1	0	0	0	0
	TRB57SM	0	0	0	0	0	0	0
	TRB57VM	0	0	1	0	0	0	0
Total		3514	111	192	3744	129	870	921

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	14 user(s)	3514	111	192	3744	129	870	921

[Back](#)
[Search Activity](#)
[Search Specific](#)
[Main Menu](#)

Fig. 65

Void, Reissue, Cancel, or Close a TRP

Depending on the status and the expiration date of the TRP, you can void, reissue, cancel and close any type of TRP.

NOTE: If your location issues a TRP, but another location voids or reissues that TRP or issues a 90-Day TRP for the 40-day TRP, your location may not be able to perform any future actions against the TRP.

Reissue: Lost, Stolen, Damaged

- To void and reissue a TRP that has been lost, stolen, or damaged, click **Void** in the desired row on the TRP Activity Results page (Fig. 66).
 - The service displays the Void button only for eligible vehicles.
 - You can void a TRP *before* the permit expires and *before* the registration process has been started for the following reasons:
 - If the TRP was damaged or destroyed after the initial permit was placed on the vehicle and the TRP must be reissued.
 - If the purchaser lost the TRP and the permit must be reissued.
 - If the TRP was stolen and permit must be reissued.
- Select **Damaged**, **Lost**, or **Stolen** from the drop-down menu (Fig. 67). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

NOTE: You also can reprint, void, and reissue TRPs, and issue 90-Day TRPs from the TRP Specific Results page. For more information about how to search for a specific TRP, please refer to [Page 91](#).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void

Fig. 66

Vehicle

TRP Number **AAIK4542**
 Vehicle Identification Number (VIN) **1FT8W3DT7HEC28387**
 Release Security Interest Number **2X0704618**

Reason for Void:

Are you sure you want to void this TRP?

Continue

Cancel

MERLIN status: **ONLINE**

DAMAGED
 DATA ENTRY ERROR
LOST
 STOLEN
 TITLE/VIN MISMATCH
 CANCELLATION OF SALE
 WRONG VEHICLE

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Fig. 67

Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 68).
2. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 103](#).

Verification

Please verify your information.

Vehicle

Vehicle Type	Passenger	Odometer Reading	18400
Vehicle Identification Number (VIN)	1FT8W3DT7HEC28387	Odometer Indicator	Actual
Year	2017	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	F35	Sale Date	03-23-2018
Style	Pickup	State Where Vehicle Will Be Titled	MT
Primary Color	White	Purchaser County of Residence	CASCADE COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	KEITH
Middle Initial	O
Last Name	MCLAURIN
Suffix	
ID Number	none
ID Jurisdiction	
ID Type	
Ownership Type	Purchaser

Street Address

Address Line 1 246 CALICO ST.
Address Line 2
City GREAT FALLS
State MT
Zip Code 59405

Mailing Address

Address Line 1 246 CALICO ST.
Address Line 2
City GREAT FALLS
State MT
Zip Code 59405

Seller

Company Name	LESKOVAR MOTORS INC
ID Number	01D001
ID Jurisdiction	MT
ID Type	Dealer License Number

Street Address

Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Mailing Address

Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Security Interest Perfection

Record Security Interest	yes
Company Name	FIRST MOUNTAIN SECURITY
ID Number	8967564321
ID Jurisdiction	
ID Type	FEIN
Security Interest Tracking Number	2X0704618
Security Interest Priority Date	03-23-2018

Street Address

Address Line 1 2500 10th Ave. S.
Address Line 2
City Great Falls
State MT
Zip Code 59405

Mailing Address

Address Line 1 2500 10th Ave. S.
Address Line 2
City Great Falls
State MT
Zip Code 59405

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process.

Reissue Temporary Registration Permit

NOTE: When reissuing a TRP after using the **Lost**, **Stolen**, or **Damaged** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.

Fig. 68

TRP Activity Results

After you void the TRP using a **Lost**, **Stolen**, or **Damaged** reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 69).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-19-2018 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 3:59 PM	AAIK4563 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)			
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)			
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-21-2018 1:13 PM	AAIJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		
03-21-2018 1:01 PM	AAIK4430 / VEHICLE SALE	01D001TT	12345RJ678	N	POTTER, HARRY	Active (Issue)			

Fig. 69

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-19-2018 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		

Fig. 70

NOTE: If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 70).

Reissue: Title/VIN Mismatch

- To void and reissue a TRP if the title and VIN do not match, click in the desired row on the TRP Activity Results page (*Fig. 71*).
 - The service displays the Void button only for eligible vehicles.
 - If the title and VIN do not match, you can void a TRP *before* the permit expires and *before* the registration process has been started.
 - The TRP must be reissued.
- Select **Title/VIN Mismatch** from the drop-down menu (*Fig. 72*).
 - This removes the title information from the TRP and allows you to reissue the permit.
 - If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue** and the Print TRP page displays.
- To return to the TRP Activity Results page, click **Cancel**.
- For information about how to print the TRP, please refer to [Page 103](#).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 03-04-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 841 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-04-2018 3:30 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Active (Issue)			
02-26-2018 3:33 PM	AAIK3629 / VEHICLE SALE	01D001DJ	1C4HJXEG2JW103935	Y	TEST, TEST	Active (Reprint)			

Fig. 71

Vehicle

TRP Number: **AAIK3681**
 Vehicle Identification Number (VIN): **1N4AL21E08N474603**

Reason for Void:

Are you sure you want to void this TRP?

Continue

MERLIN status: **ONLINE**

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Reason for Void dropdown options:

- DAMAGED
- DATA ENTRY ERROR
- LOST
- STOLEN
- TITLE/VIN MISMATCH**
- CANCELLATION OF SALE
- WRONG VEHICLE

Fig. 72

Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 73). The Print TRP page displays.
2. For information about how to print the TRP, please refer to [Page 103](#).

Verification

Please verify your information.

Vehicle

Vehicle Type	Truck	Odometer Reading	
Vehicle Identification Number (VIN)	1FTEF14HXLB43985	Odometer Indicator	
Year	1995	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model		Sale Date	03-23-2018
Style	Pickup	State Where Vehicle Will Be Titled	MT
Primary Color	Green	Purchaser County of Residence	BROADWATER COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	FRANK
Middle Initial	C
Last Name	SMITH
Suffix	
ID Number	547258
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 836 E WASHINGTON ST APT 5	Address Line 1 836 E WASHINGTON ST APT 5
Address Line 2	Address Line 2
City KALISPELL	City KALISPELL
State MT	State MT
Zip Code 599013292	Zip Code 599013292

Seller

First Name	JOHN
Middle Initial	ELTON
Last Name	SMITH
Suffix	
ID Number	548055
ID Jurisdiction	
ID Type	MVD Customer Number

Street Address	Mailing Address
Address Line 1 3400 S Hillcrest Dr	Address Line 1 4348 Hagan Rd
Address Line 2	Address Line 2
City Butte	City Montgomery
State MT	State AL
Zip Code 59701-6404	Zip Code 36109-3135

Security Interest Perfection

Record Security Interest	yes
Company Name	PIONEER FEDERAL CREDIT UNION
ID Number	1587536
ID Jurisdiction	ID
ID Type	MVD Customer Number
Security Interest Tracking Number:	43X0704624
Security Interest Priority Date:	03-23-2018

Street Address	Mailing Address
Address Line 1 250 W 3rd S	Address Line 1 250 W 3rd S
Address Line 2	Address Line 2
City Mountain Home	City Mountain Home
State ID	State ID
Zip Code 83647	Zip Code 83647

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process. To change the information entered, select "Edit".

Reissue Temporary Registration Permit

NOTE: When reissuing a TRP after using the **Title/VIN Mismatch** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.

Fig. 73

TRP Activity Results

After you void the TRP because of a Title/VIN Mismatch, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 74).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-01-2018 End Date: 03-10-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 21 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:39 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Issue)			
03-05-2018 12:35 PM	AAIK3623 / 90 DAY	01D001DJ	1HGCR2F17HA276391	N	TY CAMMIE	Void (Void)	DATA ENTRY ERROR		Reissue
03-05-2018 12:31 PM	AAIK3624 / 90 DAY	01D001DJ	3C4PDDEG0DT519493	N	DOCIA CRYSTAL	Void (Void)	DATA ENTRY ERROR		Reissue
03-05-2018 12:30 PM	AAIK3627 / 90 DAY	01D001DJ	1HGCV1F4XJA005802	Y	MARCI CASH	Void (Void)	DATA ENTRY ERROR		
03-04-2018 4:50 PM	AAIK3682 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	WRONG VEHICLE		
03-04-2018 4:48 PM	AAIK3629 / VEHICLE SALE	01D001DJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	CANCELLATION OF SALE		
03-04-2018 3:50 PM	AAIK3682 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Active (Reissue)			
03-04-2018 3:44 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	TITLE/VIN MISMATCH		

« 1 2 3 »

Fig. 74

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-01-2018 End Date: 03-10-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 21 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:39 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Issue)			
03-04-2018 3:44 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	TITLE/VIN MISMATCH		Reissue

Fig. 75



NOTE: If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 75).

Reissue: Data Entry Error

- To void and reissue a TRP because of a data entry error, click **Void** in the desired row on the TRP Activity Results page (Fig. 76).
 - The service displays the Void button only for eligible vehicles.
 - You can void a TRP *before* the permit expires and *before* the registration process has been started if you need to:
 - Correct vehicle, purchaser, LLC agent, seller, or security interest perfection information.
 - Add or remove a second purchaser.
 - Add or cancel a security interest perfection.
 - The TRP must be reissued with the correct information.
- Select **Data Entry Error** from the drop-down menu (Fig. 77). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-19-2018  End Date: 03-26-2018  Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 23 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 9:08 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-23-2018 3:59 PM	AAIK4563 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Reissue)			<input type="button" value="Void"/>
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)			

Fig. 76

Vehicle

TRP Number: AAIK4564
 Vehicle Identification Number (VIN): 1C4AJWAG7FL728860
 Release Security Interest Number: 4X0704628

Reason for Void:

Are you sure you want to void this TRP?

MERLIN status: ONLINE

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Fig. 77

Search for Vehicle & Purchaser

- On the Vehicle & Purchaser Search page, review and change any information as needed (*Figs. 78-81, pgs. 61-62*).
 - You cannot change any information in gray text boxes, unless noted.
- To remove a second purchaser, delete the information in the Purchaser 2 section (*Fig. 80*).

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue *
Vehicle Sale

Vehicle Type *
Truck

Vehicle Identification Number (VIN)
1C4AJWAG7FL728860

Purchaser/Requestor 1

Company Name

OR

First Name *
Annie

Middle Initial

Last Name *
Temple

Suffix

ID Number *
7890123456789

ID Type *
Driver License Number

ID Jurisdiction *
MONTANA

Ownership Type *
Purchaser

Fig. 78

Purchaser/Requestor 1

Company Name *
ANNIE'S PHOTOGRAPHY

OR

First Name
Middle Initial
Last Name
Suffix

ID Number *
7890123456789

ID Type *
FEIN

Ownership Type *
LLC

NOTE: If the **Purchaser** is an individual, delete the **Company Name**, and the **First Name**, **Middle Initial**, **Last Name** and **Suffix** boxes are no longer grayed out and you can enter the individual's information.

Fig. 79

Purchaser/Requestor 2

Company Name

OR

First Name *
Eddie

Middle Initial

Last Name *
Smith

Suffix

ID Number *
57667483623846

ID Type *
Driver License Number

ID Jurisdiction *
MONTANA

Ownership Type *
Purchaser

NOTE: If you change the **Ownership Type** to **Purchaser**, **Lessor**, or **Lessee**, the service displays the **Purchaser 2** section and you can enter information.

Fig. 80

3. If you have multiple dealer licenses or if you are reissuing a **Courtesy Delivery** TRP, you can select a different dealer as the seller (*Fig. 81*).

Add or Cancel a Security Interest

1. To add a security interest perfection, enter the lender information in the Security Interest section (*Fig. 81*).
2. To change the lender, enter the new lender information in the Security Interest section.
3. To cancel a security interest perfection, delete the information in the Security Interest section.
4. To proceed, click **Continue**.

Seller

Montana Dealer License *
01D001 Leskovar Motors Inc

OR

Company Name *
LESKOVAR MOTORS INC

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * ID Jurisdiction *
01D001 Dealer License Number MONTANA

Security Interest

Company Name *
FIRST AUTO BANK

First Name Middle Initial Last Name Suffix

ID Number * ID Type *
7878687676786 FEIN

Security Interest Number
4X0704628

NOTE: If the lender is an individual, delete the **Company Name**, and the **First Name**, **Middle Initial**, **Last Name** and **Suffix** boxes are no longer grayed out and you can enter the individual's information.

Continue

Fig. 81

Change Vehicle & Purchaser Information

On the Vehicle & Purchaser page, review and change information as needed (Figs. 82-86, pgs. 63-67).

Vehicle Information

In the Vehicle section, change or add any information as needed (Fig. 82). Information in the gray text boxes cannot be changed.

Vehicle & Purchaser

Enter the requested information.
* Required field

Vehicle

Vehicle Type Truck
Vehicle Identification Number (VIN) 1C4AJWAG7FL728860

Year *	Make *	Model	Style
2015	Jeep (1989 and after)	WRA	-- Other, please specify: --
Primary Color *	Secondary Color		UT (Vehicle Style Code)
Gray			
Odometer Reading *	Odometer Indicator *	Odometer Unit *	Fuel Type *
30405	Actual	Miles	Gas
Sale Date *	State Where Vehicle Will Be Titled *	Purchaser County of Residence *	
03-26-2018 <small>MM-DD-YYYY</small>	MONTANA	MISSOULA COUNTY <small>Only if vehicle will be titled in Montana</small>	

Fig. 82

Purchaser(s) Information

1. In the Purchaser 1 Information section, change or add any address information as needed (*Fig. 83*)

Purchaser 1 Information

First Name: Annie
Middle Initial:
Last Name: Temple
Suffix:
ID Number: 7890123456789
ID Jurisdiction: MT
ID Type: Driver License Number
Ownership Type: Purchaser

Street Address

Address Line 1 *
2002 BROOKS

Address Line 2

City * State * Zip Code *

MISSOULA MONTANA 59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO BOX 5000

Address Line 2

City * State * Zip Code *

MISSOULA MONTANA 59806-5000

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 83

2. In the Purchaser 2 Information section, change or add any address information as needed (*Fig. 84*). The Purchaser 2 section appears only if the original TRP had a second purchaser or you added one on the Vehicle & Purchaser search screen (*Fig. 80, pg. 62*)

Purchaser 2 Information

First Name Eddie
Middle Initial
Last Name Smith
Suffix
ID Number 57667483623846
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Purchaser

Street Address

Address Line 1 *
1600 Euclid

Address Line 2

City * State * Zip Code *

Helena MONTANA 59601

☒ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO BOX 5200

Address Line 2

City * State * Zip Code *

Helena MONTANA 59604-5200

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 84

3. If Purchaser 1 is an LLC, the LLC Agent section displays and you can change any LLC agent information as needed (Fig. 85).

Purchaser 1 Information

Company Name Annie's Photography
ID Number 7890123456789
ID Jurisdiction
ID Type FEIN
Ownership Type LLC

Street Address

Address Line 1 *
2002 Brooks

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
2002 Brooks

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

LLC Agent

First Name * ANNIE Middle Initial Last Name * TEMPLE Suffix

ID Number * 65658989079067675625 ID Type * Driver License Number ID Jurisdiction * MONTANA

Fig. 85

Seller Information

1. In the Seller section, change or add any address information as needed (*Fig. 86*).
2. To proceed, click **Continue**.

Seller

Company LESKOVAR MOTORS INC
ID Number 01D001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Security Interest

Record Security Interest yes

Continue

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

NOTE: If the TRP already had an associated **Security Interest** or if you added a security interest on the Vehicle & Purchaser Search page, **Yes** is displayed in this section.

Fig. 86

Change Security Interest Information

1. If the original TRP had a security interest or you added one on the Vehicle & Purchaser Search page ([Fig. 81, pg. 62](#)), the service displays the Security Interest Perfection information ([Fig. 87](#)).
2. Change or add any lender address information as needed.
3. To proceed, click **Continue**.

Security Interest Perfection

Enter the requested information.

* Required field

Company FIRST AUTO BANK
ID Number 7878687676786
ID Jurisdiction
ID Type FEIN

Street Address

Address Line 1 *

8001 Hwy 93

Address Line 2

City * State * Zip Code *

Lolo MONTANA 59847

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

PO BOX 3000

Address Line 2

City * State * Zip Code *

Lolo MONTANA 59847-3000

Continue

MERLIN status: **ONLINE**

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 87

Verify All Information

- On the Verification page, carefully review the information in following sections (*Figs. 88-89, pgs. 69-70*):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

Vehicle Type	Truck	Odometer Reading	30405
Vehicle Identification Number (VIN)	1C4AJWAG7FL728860	Odometer Indicator	Actual
Year	2015	Odometer Unit	Miles
Make	Jeep (1989 and after)	Fuel Type	Gas
Model	WRA	Sale Date	03-26-2018
Style	UT	State Where Vehicle Will Be Titled	MT
Primary Color	Gray	Purchaser County of Residence	MISSOULA COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	Annie
Middle Initial	
Last Name	Temple
Suffix	
ID Number	7890123456789
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 2002 BROOKS	Address Line 1 PO BOX 5000
Address Line 2	Address Line 2
City MISSOULA	City MISSOULA
State MT	State MT
Zip Code 59801	Zip Code 59806-5000

Purchaser/Requestor 2

First Name	Eddie
Middle Initial	
Last Name	Smith
Suffix	
ID Number	57667483623846
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 1600 EUCLID	Address Line 1 PO BOX 5200
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59604-5200

Fig. 88

2. If anything is incorrect, click **Edit** (Figs. 89-90) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit**. The Print TRP page displays.
4. For information about how to print the TRP, please refer to [Page 103](#).

Seller

Company Name LESKOVAR MOTORS INC
ID Number 01D001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address
Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Mailing Address
Address Line 1 3766 Harrison Ave
Address Line 2
City Butte
State MT
Zip Code 59701-6807

Security Interest Perfection

Record Security Interest yes
Company Name FIRST AUTO BANK
ID Number 7878687676786
ID Jurisdiction
ID Type FEIN
Security Interest Tracking Number: 4X0704628
Security Interest Priority Date: 03-26-2018

Street Address
Address Line 1 8001 Hwy 93
Address Line 2
City Lolo
State MT
Zip Code 59847

Mailing Address
Address Line 1 PO BOX 3000
Address Line 2
City Lolo
State MT
Zip Code 59847-3000

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process. To change the information entered, select "Edit".

Reissue Temporary Registration Permit Edit

MERLIN status: **ONLINE**

NOTE: If you add a **Security Interest**, you must pay the security interest recording fee. For more information about how to pay, please refer to [Page 100](#).

Fig. 89

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24
Total	\$8.24

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process. To change the information entered, select "Edit".

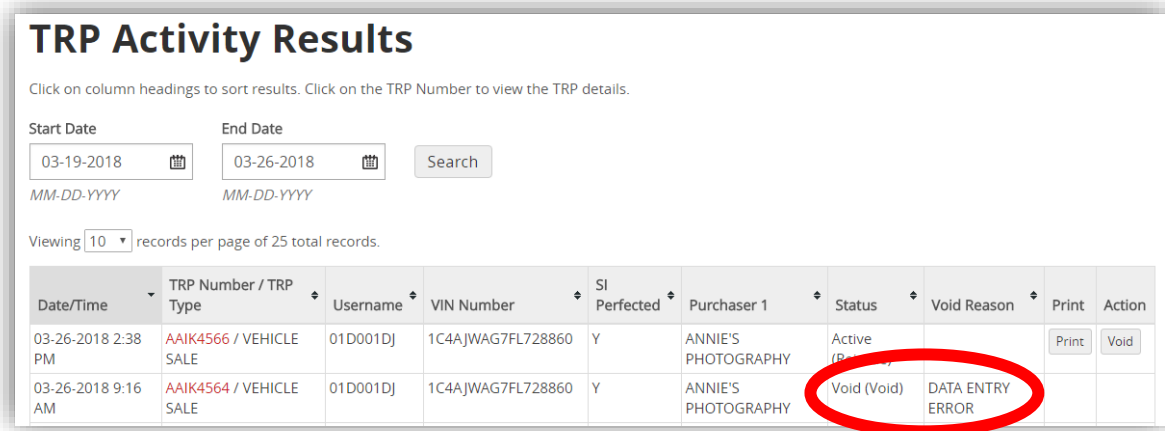
Reissue Temporary Registration Permit Edit

NOTE: If you add a **Security Interest**, you must pay the security interest recording fee. For more information about how to pay, please refer to [Page 100](#).

Fig. 90

TRP Activity Results

After you void the TRP using the Data Entry void reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 91).



TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

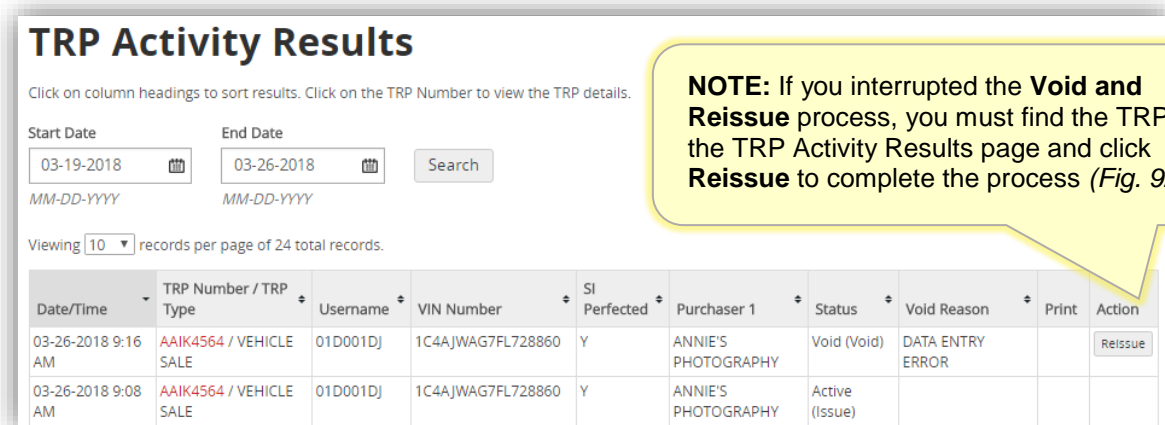
Start Date: 03-19-2018 End Date: 03-26-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 25 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 2:38 PM	AAIK4566 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Reissue)		Print	Void
03-26-2018 9:16 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Void (Void)	DATA ENTRY ERROR		

Fig. 91



TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-19-2018 End Date: 03-26-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 9:16 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Void (Void)	DATA ENTRY ERROR		Reissue
03-26-2018 9:08 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Issue)			

NOTE: If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 92).

Fig. 92

Reissue: Update Purchaser

If you are an auto auction employee, and the vehicle has been sold at an auction, you must change the purchaser's name from your company's name to the new owner's name. The Update Purchaser void reason can only be used on an **Auto Auction** TRP.

1. To void and reissue a TRP *before* the permit expires and *before* the registration process has been started using the Update Purchaser reason, click **Void** in the desired row on the TRP Activity Results page (Fig. 93).
2. The service displays the Void button only for eligible vehicles.
3. Select **Update Purchaser** from the drop-down menu (Fig. 94). If a security interest had been perfected, the security interest number displays on the page.
4. To proceed, click **Continue**.
5. To return to the TRP Activity Results page, click **Cancel**.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-20-2018 End Date: 03-27-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)		Print	Void
03-26-2018 2:41 PM	AAIK4160 / AUTO AUCTION	04A001TST	1HD1KTM15GB632170	N	RENEGADE, MARSHALL	Active (Reissue)			Void
03-26-2018 2:37 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC53086S017643	N	PLACER MOTOR INC	Active (Reissue)			Void
03-26-2018 2:35 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC53086S017643	N	RENS, RANDY	Void (Void)	UPDATE PURCHASER		
03-22-2018 3:48 PM	AAIK4126 / AUTO AUCTION	04A001TST	5XXGM4A72FG435924	N	TEST, TEST, JAMES	Void (Void)	UPDATE PURCHASER		Reissue
03-22-2018 3:33 PM	AAIK4126 / AUTO AUCTION	04A001TST	5XXGM4A72FG435924	N	TEST, TEST, JAMES	Active (Reissue)			

Fig. 93

Vehicle

TRP Number: AAIK4582
Vehicle Identification Number (VIN): 1FTRX12W18FC10626

Reason for Void:

Are you sure you want to void this TRP?

MERLIN status: ONLINE

DAMAGED
 DATA ENTRY ERROR
UPDATE PURCHASER
 LOST
 STOLEN
 TITLE/VIN MISMATCH
 CANCELLATION OF SALE
 WRONG VEHICLE
 CANCEL PERMIT

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Fig. 94

Search for Vehicle & Purchaser

1. On the Vehicle & Purchaser Search page, change the Purchaser's information (Fig. 95).
 - You cannot change any information in gray text boxes, unless noted.
2. If a purchaser wants the vehicle titled in two names, complete both the Purchaser 1 and Purchaser 2 sections.
3. To proceed, click **Continue**.

Vehicle & Purchaser Search

Enter the requested information.
★ Required field

Vehicle

Type of TRP to Issue ★
Auto Auction ▼

Vehicle Type ★
Truck ▼

Vehicle Identification Number (VIN)
1FTRX12W18FC10626

Purchaser/Requestor 1

Company Name
[Grayed out]

First Name ★
John

Middle Initial
[Grayed out]

Last Name ★
Doe

Suffix
▼

ID Number ★
56523854326327864732

ID Type ★
Driver License Number ▼

ID Jurisdiction ★
MONTANA ▼

Ownership Type ★
Purchaser ▼

NOTE: If the vehicle has been sold at an auction, remove your company's name from the **Purchaser 1** section and add the new owner's name.

Purchaser/Requestor 2

Company Name
[Grayed out]

First Name
[Grayed out]

Middle Initial
[Grayed out]

Last Name
[Grayed out]

Suffix
▼

ID Number
[Grayed out]

ID Type
[Grayed out] ▼

ID Jurisdiction
[Grayed out] ▼

Ownership Type
[Grayed out] ▼

NOTE: If the purchaser wants two names listed on the vehicle title, enter the second purchaser's information in the **Purchaser 2** section.

Seller

Montana Dealer License ★
04A001 Kearns Company LLC ▼

OR

Company Name ★
KEARNS COMPANY LLC

OR

First Name
[Grayed out]

Middle Initial
[Grayed out]

Last Name
[Grayed out]

Suffix
▼

ID Number ★
04A001

ID Type ★
Dealer License Number ▼

ID Jurisdiction ★
MONTANA ▼

Continue

Fig. 95

Update Purchaser

1. On the Vehicle & Purchaser page, change or add Purchaser 1's address information as needed (Fig. 96).

Purchaser 1 Information

First Name John
Middle Initial
Last Name Doe
Suffix
ID Number 56523854326327864732
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Purchaser

Street Address

Address Line 1 *
2002 BROOKS

Address Line 2

City * State * Zip Code *

MISSOULA MONTANA 59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO BOX 1500

Address Line 2

City * State * Zip Code *

MISSOULA MONTANA 59803-1500

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 96

2. In the Purchaser 2 Information section, change or add any address information as needed (*Fig. 97*).

Purchaser 2 Information

First Name Eddie
Middle Initial
Last Name Smith
Suffix
ID Number 57667483623846
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Purchaser

Street Address

Address Line 1 *
1600 Euclid

Address Line 2

City * Helena State * MONTANA Zip Code * 59601

☒ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO BOX 5200

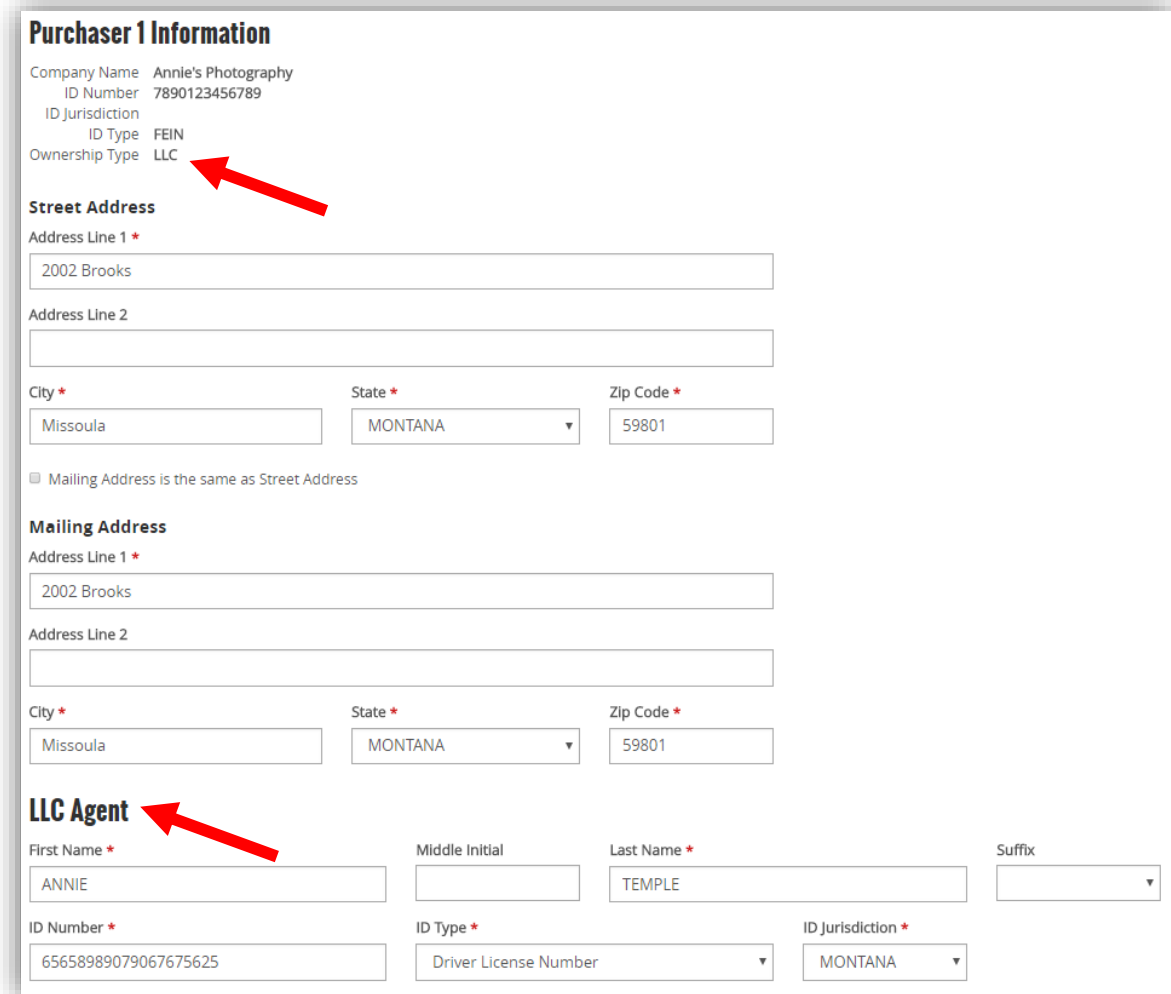
Address Line 2

City * Helena State * MONTANA Zip Code * 59604-5200

NOTE: A post office box cannot be entered in a street address text box. Enter post office box information in the mailing address text box.

Fig. 97

3. If Purchaser 1 is an LLC, the LLC Agent section displays and you can change any LLC agent information as needed (*Fig. 98*).



Purchaser 1 Information

Company Name Annie's Photography
ID Number 7890123456789
ID Jurisdiction
ID Type FEIN
Ownership Type LLC

Street Address

Address Line 1 *
2002 Brooks

Address Line 2

City *
Missoula

State *
MONTANA

Zip Code *
59801

☐ Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
2002 Brooks

Address Line 2

City *
Missoula

State *
MONTANA

Zip Code *
59801

LLC Agent

First Name *
ANNIE

Middle Initial

Last Name *
TEMPLE

Suffix

ID Number *
65658989079067675625

ID Type *
Driver License Number

ID Jurisdiction *
MONTANA

Fig. 98

Verify All Information

- On the Verification page, carefully review the information in following sections (*Figs. 99-100, pgs. 77-78*):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

Vehicle Type	Truck	Odometer Reading	113000
Vehicle Identification Number (VIN)	1FTRX12W18FC10626	Odometer Indicator	Actual
Year	2008	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	OTHER	Sale Date	03-27-2018
Style	Pickup	State Where Vehicle Will Be Titled	MT
Primary Color	White	Purchaser County of Residence	MISSOULA COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	John
Middle Initial	
Last Name	Doe
Suffix	
ID Number	56523854326327864732
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 2002 BROOKS	Address Line 1 PO BOX 1500
Address Line 2	Address Line 2
City MISSOULA	City MISSOULA
State MT	State MT
Zip Code 59801	Zip Code 59803-1500

Purchaser/Requestor 2

First Name	Eddie
Middle Initial	
Last Name	Smith
Suffix	
ID Number	57667483623846
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 1600 EUCLID	Address Line 1 PO BOX 5200
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59604-5200

Fig. 99

2. If anything is incorrect, click **Edit** (*Fig. 100*) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit** and the Print TRP page displays.
4. For information about how to print the TRP, please refer to [Page 103](#).

Seller

Company Name KEARNS COMPANY LLC
ID Number 04A001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address
Address Line 1 4810 Hwy 93 S
Address Line 2
City Missoula
State MT
Zip Code 59804-9722

Mailing Address
Address Line 1 4810 Hwy 93 S
Address Line 2
City Missoula
State MT
Zip Code 59804-9722

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process.
To change the information entered, select "Edit"

Reissue Temporary Registration Permit Edit

MERLIN status: **ONLINE**

Fig. 100

TRP Activity Results

After you void the TRP using the Update Purchaser void reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 101).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-20-2018 End Date: 03-27-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 13 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 10:37 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	DOE, JOHN	Active (Reissue)			
03-27-2018 9:45 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Void (Void)	UPDATE PURCHASER		
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)			

Fig. 101

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-20-2018 End Date: 03-27-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 12 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 9:45 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Void (Void)	UPDATE PURCHASER		
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)			
03-26-2018 2:41 PM	AAIK4160 / AUTO AUCTION	04A001TST	1HD1KTM15GB632170	N	RENEGADE, MARSHALL	Active (Reissue)			
03-26-2018 2:37 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC530865017643	N	PLACER MOTOR INC	Active (Reissue)			

NOTE: If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 102).

Fig. 102

Void and Close: Before Permit Expires

To void and close a TRP because the customer no longer wants the vehicle or no longer needs the permit or if the TRP was issued to the wrong vehicle, click **Void** in the desired row on the TRP Activity Results page (Fig. 103).

- The service displays the Void button only for eligible vehicles.
- The Cancellation of Sale, Cancel Permit, and Wrong Vehicle void reasons can be used only *before* permit expires and *before* title and registration transaction has been processed by an authorized agent.

Cancellation of Sale

Use the **Cancellation of Sale** void reason if customer no longer wants the vehicle.

- The Cancellation of Sale reason is available only for **Vehicle Sale** and **Courtesy Delivery** TRPs.
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to note below.
 - This action voids the TRP.
 - A new TRP can be issued to the vehicle.
1. Select **Cancellation of Sale** from the drop-down menu (Fig. 104). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 02-11-2018 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 13 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 12:10 PM	AAIK4557 / AUTO AUCTION	06D001TST	1C3BDED25GV100504	N	RESSLER MOTOR COMPANY	Active (Issue)		Print	Void
03-23-2018 12:08 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	Y	BECKER, RAY, G	Active (Issue)		Print	Void
03-23-2018 12:04 PM	AAIK4555 / VEHICLE SALE	06D001TST	1122502029	Y	KETTERLING, JUSTICE, R	Active (Issue)		Print	Void

Fig. 103

Vehicle

TRP Number: AAIK4556

Vehicle Identification Number (VIN): 1FATP8FF6J5103162

Release Security Interest Number: 5X0704626

Reason for Void:

Are you sure you want to void this TRP?

Continue Cancel

MERLIN status: **ONLINE**

DAMAGED
DATA ENTRY ERROR
LOST
STOLEN
TITLE/VIN MISMATCH
CANCELLATION OF SALE
WRONG VEHICLE

Fig. 104

NOTE: If you void a TRP using the **Cancellation of Sale** reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership of outstanding TRP fees.

Email questions to doidealerinfo@mt.gov.

2. The service displays a confirmation (*Fig. 105*).
 - The TRP is voided.
 - A new TRP can be issued to the vehicle.
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 80](#).
 - If a security interest had been perfected, the page notes that it has been canceled.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (*Fig. 105*) to see the permit's status listed as Void (Void) on the TRP Activity Results page (*Fig. 106*).

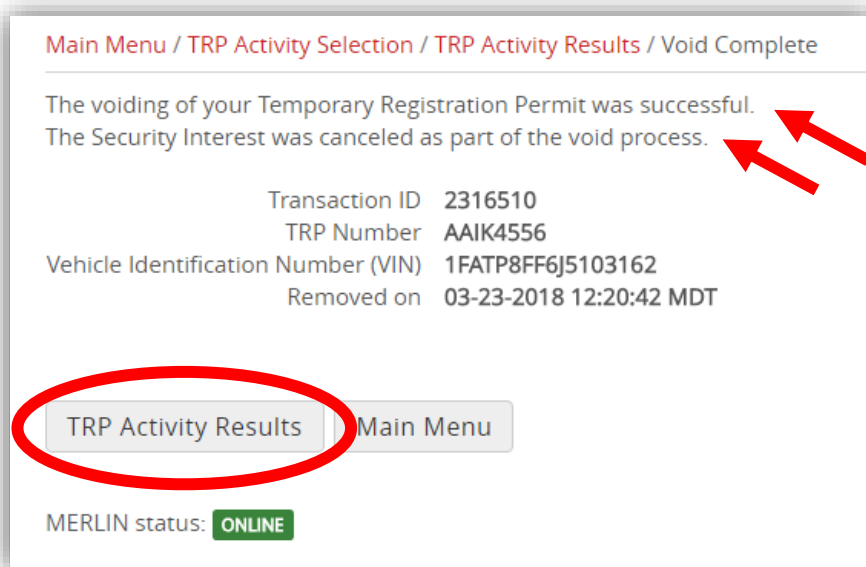


Fig. 105

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: End Date:

MM-DD-YYYY MM-DD-YYYY

Viewing records per page of 14 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 12:20 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	N	BECKER, RAY, G	Void (Void)	CANCELLATION OF SALE		
03-23-2018 12:10 PM	AAIK4557 / AUTO AUCTION	06D001TST	1C3BDEDZ5GV100504	N	RESSLER MOTOR COMPANY	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-23-2018 12:08 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	Y	BECKER, RAY, G	Active (Issue)			
03-23-2018 12:04 PM	AAIK4555 / VEHICLE SALE	06D001TST	1122502029	Y	KETTERLING, JUSTICE, R	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>

Fig. 106

Cancel Permit

Use the Cancel Permit void reason if the customer no longer needs the permit.

- The Cancel Permit reason is available only for **SI Demo**, **Auto Auction**, and 90-Day TRPs.
 - This action voids the TRP.
 - A new TRP can be issued to the vehicle.
- Select **Cancel Permit** from the drop-down menu (Fig. 107). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.
 - The service displays a confirmation (Fig. 108).
 - The TRP is voided.
 - A new TRP can be issued for the vehicle.
 - If a security interest had been perfected, the page notes that it has been canceled.
 - To return to the TRP Activity Results page, click **TRP Activity Results**.
 - To return to the Main Menu page, click **Main Menu**.
 - After you void the TRP using the Cancel Permit reason, click **TRP Activity Results** (Fig. 108) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 109).

Vehicle

TRP Number: AAIK3994
 Vehicle Identification Number (VIN): WAUMR44E45N016603
 Release Security Interest Number: 13X0704507

Reason for Void: DAMAGED
DATA ENTRY ERROR
LOST
STOLEN
WRONG VEHICLE
CANCEL PERMIT

Are you sure you want to void this Temporary Registration Permit? **Continue** Cancel

MERLIN status: **ONLINE**

Fig. 107

The voiding of your Temporary Registration Permit was successful.
 The Security Interest was canceled as part of the void process.

Transaction ID: 2316511
 TRP Number: AAIK3994
 Vehicle Identification Number (VIN): WAUMR44E45N016603
 Removed on: 03-23-2018 12:52:31 MDT

TRP Activity Results Main Menu

Fig. 108

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 03-23-2018 Search

Viewing 10 records per page of 909 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Reason	Print	Action
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3D7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void

Fig. 109

Wrong Vehicle

Use the Wrong Vehicle void reason if the vehicle VIN for the customer does not match the VIN to which the TRP was issued.

- The Wrong Vehicle reason is available for all types of TRPs.
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to the note below.
 - This action voids the TRP.
 - After voiding the TRP, you can issue a TRP for the correct vehicle.
1. Select **Wrong Vehicle** from the drop-down menu (Fig. 110). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.

Vehicle

TRP Number: AAIK4541
Vehicle Identification Number (VIN): JN1AR54F29M252699
Release Security Interest Number: 4X0704617

Reason for Void: ▼

Are you sure you want to void this TRP? ?

Continue **Cancel**

MERLIN status: **ONLINE**

Reasons for Void:

- DAMAGED
- DATA ENTRY ERROR
- LOST
- STOLEN
- TITLE/VIN MISMATCH
- CANCELLATION OF SALE
- WRONG VEHICLE**

NOTE: If you void a Vehicle Sale or Courtesy Delivery TRP using the **Wrong Vehicle** reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership of outstanding TRP fees.

Email questions to dojdealerinfo@mt.gov.

Fig. 110

2. The page displays confirmation information (*Fig. 111*).
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 83](#).
 - The TRP is voided.
 - If a security interest had been perfected, the page notes that it has been canceled.
 - A new TRP now can be issued for the correct vehicle.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Wrong Vehicle reason, click **TRP Activity Results** (*Fig. 111*) to see the status is listed as Void (Void) on the TRP Activity Results page (*Fig. 112*).

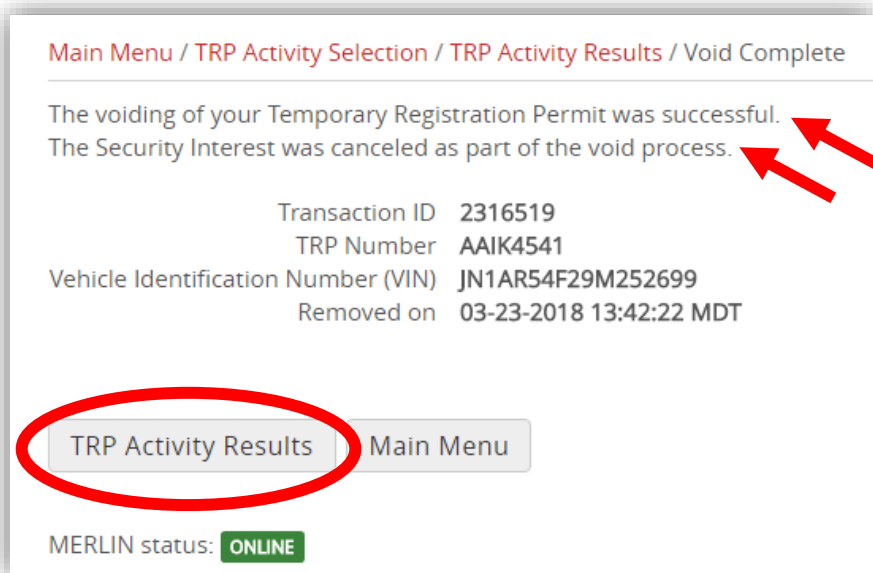


Fig. 111

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 910 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
03-21-2018 1:13 PM	AAIJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		

Fig. 112

Void and Close: After Permit Expires

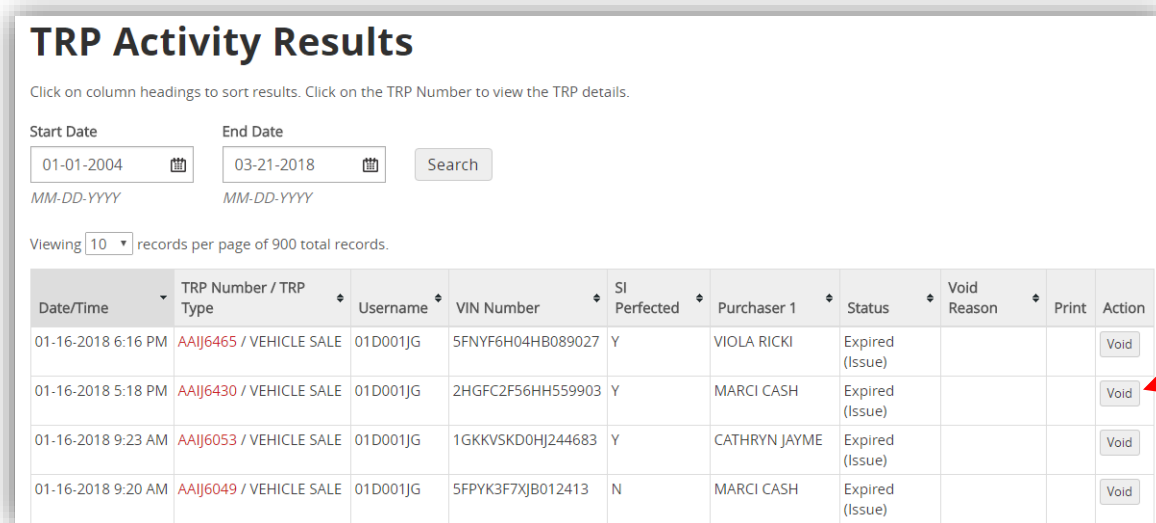
To void and close a TRP when the vehicle sale is canceled because the purchaser no longer wants to buy the vehicle *after* the permit expires, click **Void** in the desired row on the TRP Activity Results page (Fig. 113).

- The service displays the Void button only for eligible vehicles.

Cancellation of Sale

Cancellation of Sale is the *only* void reason that can be used *after* a TRP expires and *before* the title and registration transaction has been processed by an authorized agent.

- The Cancellation of Sale reason is available only for **Vehicle Sale** and **Courtesy Delivery** TRPs.
- The fee is still due if the TRP was marked for a purchaser who planned to title the vehicle in Montana.
- This action voids the TRP.
- The vehicle can be sold to another purchaser.



Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-16-2018 6:16 PM	AAIJ6465 / VEHICLE SALE	01D001JG	5FNYF6H04HB089027	Y	VIOLA RICKI	Expired (Issue)			Void
01-16-2018 5:18 PM	AAIJ6430 / VEHICLE SALE	01D001JG	2HGFC2F56HH559903	Y	MARCI CASH	Expired (Issue)			Void
01-16-2018 9:23 AM	AAIJ6053 / VEHICLE SALE	01D001JG	1GKKVSKD0HJ244683	Y	CATHRYN JAYME	Expired (Issue)			Void
01-16-2018 9:20 AM	AAIJ6049 / VEHICLE SALE	01D001JG	5FPYK3F7XJB012413	N	MARCI CASH	Expired (Issue)			Void

Fig. 113

1. Select **Cancellation of Sale** from the drop-down menu (Fig. 114). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.
2. The page displays confirmation information (Fig. 115).
 - The TRP is voided.
 - If a security interest had been perfected, the page notes that it has been canceled.
 - A new TRP can be issued to the vehicle.
 - The fee must be paid before another TRP can be issued.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (Fig. 115) to see the status is listed as Void (Voidx) on the TRP Activity Results page (Fig. 116). Voidx is used to indicate that the TRP was voided *after* the expiration date.

Vehicle

TRP Number: AAJ6430
 Vehicle Identification Number (VIN): 2HGFC2F56HH559903
 Release Security Interest Number: 1X0703909

Reason for Void: **CANCELLATION OF SALE**

Are you sure you want to void this TRP? **Continue** **Cancel**

MERLIN status: **ONLINE**

Fig. 114

Main Menu / TRP Activity Selection / TRP Activity Results / Void Complete

The voiding of your Temporary Registration Permit was successful.
 The Security Interest was canceled as part of the void process.

Transaction ID: 2316305
 TRP Number: AAJ6430
 Vehicle Identification Number (VIN): 2HGFC2F56HH559903
 Removed on: 03-21-2018 13:13:45 MDT

TRP Activity Results **Main Menu**

Fig. 115

NOTE: If you void a TRP using the **Cancellation of Sale** reason after the permit has expired, you must call the MVD at 406-444-3661. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 910 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
03-21-2018 1:13 PM	AAJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		

Fig. 116

Issue a 90-Day TRP

You may need to issue a 90-Day temporary registration permit for various reasons such as the customer missing a prior title or security interest release necessary for transferring ownership. This type of permit replaces a previously issued 40-day **Vehicle Sale** TRP as an extended permit for the customer.

There are two ways to search for a TRP and issue a 90-Day TRP:

- Using View Activity. For more information about how to search for a 40-day TRP using View Activity, please refer to [Page 45](#).
- Using View Specific. For more information about how to search for a 40-day TRP using View Specific, please refer to [Page 91](#).

90-Day TRP Requirements

- The 90-Day option is available from 10 days prior to the expiration of the 40-day TRP to within 10 days after its expiration.
- The purchaser and seller information from the 40-day TRP carries over to the 90-Day permit.
- The new TRP will have a different TRP number.
- A vehicle can have only one active TRP at a time.
- The 40-day TRP's status is changed to "expired" when you issue a 90-Day TRP if the 40-day TRP has not expired yet.
- You cannot issue another TRP for the vehicle until the 90-Day permit is complete or void *and* the 40-day permit has been paid for.
- You cannot issue two 90-Day permits in a row for the same vehicle.
- You cannot issue a 90-Day TRP for a vehicle that will be titled out of state.
- You cannot change the purchaser or seller information nor file a security interest when issuing a 90-Day TRP.

To issue a 90-Day TRP, click **Issue 90 Day TRP** in the desired row on the TRP Activity Results (Fig. 117) or TRP Specific Results page (Fig. 118). The service displays the 90-Day button only for eligible vehicles.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

03-14-2018

MM-DD-YYYY

End Date

03-14-2018

MM-DD-YYYY

Search

Viewing 10 records per page of 34 total records.


Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
03-14-2018 3:12 AM	AAIK3681 / VEHICLE SALE	0D001DJ	4014014016	N	KONCZYNSKI, TOMASZ	Active (Reprint)		Print	Void
03-14-2018 3:12 AM	AAIK3737 / VEHICLE SALE	0D001DJ	ZFFXA20AXK0081609	Y	DOE, JOHN	Active (Issue)		Print	Void Issue 90 Day TRP

Fig. 117

TRP Specific Results


Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date



MM-DD-YYYY

End Date



MM-DD-YYYY

Search

Viewing

10

 records per page of 30 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-19-2018 12:41 PM	AAIK5107 / COURTESY DELIVERY	01D001TT	1FADP3E2XDL132881	N	TEST, TEST	Active (Issue)			<div>Void</div>
04-19-2018 12:39 PM	AAIK5106 / COURTESY DELIVERY	01D001TT	2G1FB3DD3B9201220	N	TEST, TEST	Active (Issue)		<div>Print</div>	<div>Void</div>
04-19-2018 12:37 PM	AAIK5105 / VEHICLE SALE	01D001TT	1G8AJ52F45Z179348	Y	TEST, TEST	Active (Issue)		<div>Print</div>	<div>Void</div> <div>Issue 90 Day TRP</div>

Fig. 118

Verify All Information

- On the Verification page, carefully review the information in following sections (*Figs. 119-120, pgs. 88-89*):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

Vehicle Type	Passenger	Odometer Reading	2000
Vehicle Identification Number (VIN)	ZFFXA20AXK0081609	Odometer Indicator	Actual
Year	2000	Odometer Unit	Miles
Make	Aurora	Fuel Type	Gas
Model	102	Sale Date	02-19-2018
Style		State Where Vehicle Will Be Titled	MT
Primary Color	Black	Purchaser County of Residence	GALLATIN COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	JOHN
Middle Initial	
Last Name	DOE
Suffix	
ID Number	3701913
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

Street Address

Address Line 1	2320 CRUSE
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

Mailing Address

Address Line 1	PO BOX 2560
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

Seller

Company Name	LESKOVAR MOTORS INC
ID Number	01D001
ID Jurisdiction	MT
ID Type	Dealer License Number

Street Address

Address Line 1	3766 Harrison Ave
Address Line 2	
City	Butte
State	MT
Zip Code	59701-6807

Mailing Address

Address Line 1	3766 Harrison Ave
Address Line 2	
City	Butte
State	MT
Zip Code	59701-6807

NOTE: When issuing a **90-Day TRP**, you cannot edit or change any of the vehicle, purchaser, LLC agent, seller, nor security interest information. You cannot add a second purchaser nor a security interest perfection. If a second purchaser and a security interest perfection are required, they must have been part of the initial 40-day TRP.

Fig. 119

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2. After verifying the TRP information, scroll to the bottom of the page to view the cost for the 90-Day permit (Fig. 120).
3. If the page displays the correct TRP, click **Create 90 Day Temporary Registration Permit**.
4. For information about how to pay for the TRP, please refer to [Page 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Security Interest Perfection

Record Security Interest: yes
Company Name: FIRST AUTO BANK
ID Number: 456789104567
ID Jurisdiction: FEIN
ID Type: FEIN
Security Interest Tracking Number: 6X0704449
Security Interest Priority Date: 02-19-2018

Street Address
Address Line 1: 6780 Euclid
Address Line 2:
City: HELENA
State: MT
Zip Code: 59601

Mailing Address
Address Line 1: PO BOX 5000
Address Line 2:
City: HELENA
State: MT
Zip Code: 59601

Request

You have requested the following:

Item	Cost
90 Day Temporary Registration Permit	\$24.00
MVD Admin Fee	\$0.72
Total	\$24.72

Once you have verified your information is entered correctly, select "Create 90 Day Temporary Registration Permit" to finalize the TRP creation process.

Create 90 Day Temporary Registration Permit Cancel

MERLIN status: **ONLINE**

Fig. 120

Reprint a TRP

You can reprint a TRP if you need another copy of same TRP *and* the purchaser has not left your office. This typically occurs if a TRP is damaged during printing.

- You can reprint a TRP without voiding it, *only* on same day that it is issued.
 - If you need to reprint TRP *after* the day it was issued, you must void TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 54](#).
- To reprint a TRP, click **Print** in the desired row on the TRP Activity Results page (*Fig. 121*).
 - On the Reprint TRP page (*Fig. 122*), you can choose to print the TRP and/or the receipt and/or the SI Perfection Letter if applicable. Use the drop-down menu to select your option.
 - The date and time that the TRP was reprinted is displayed on the Reprint TRP page.
 - To proceed, click **Print**.
 - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).
- NOTE:** The information on the printed TRP is exactly the same as it was on the original TRP.
- To return to the Main Menu page, select **Main Menu**.

Fig. 121

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		Reissue
03-27-2018 9:37 AM	AAIK4581 / VEHICLE SALE	01D001DJ	ZFF80AMA2J0228869	Y	TEST, NIHAN	Active (Reissue)		Print	Void

Fig. 122

View Specific

To search for TRPs using specific parameters such as a VIN, temporary registration permit number, Purchaser 1's first and/or last name, select **View Specific** in the Temporary Registration Permit section on the Main Menu page (Fig. 123). Please be aware that using View Specific provides details related to search parameters, not a report of TRP activity.

NOTE: To search for and view information about your dealership's transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page. For more information, please refer to [Page 45](#).

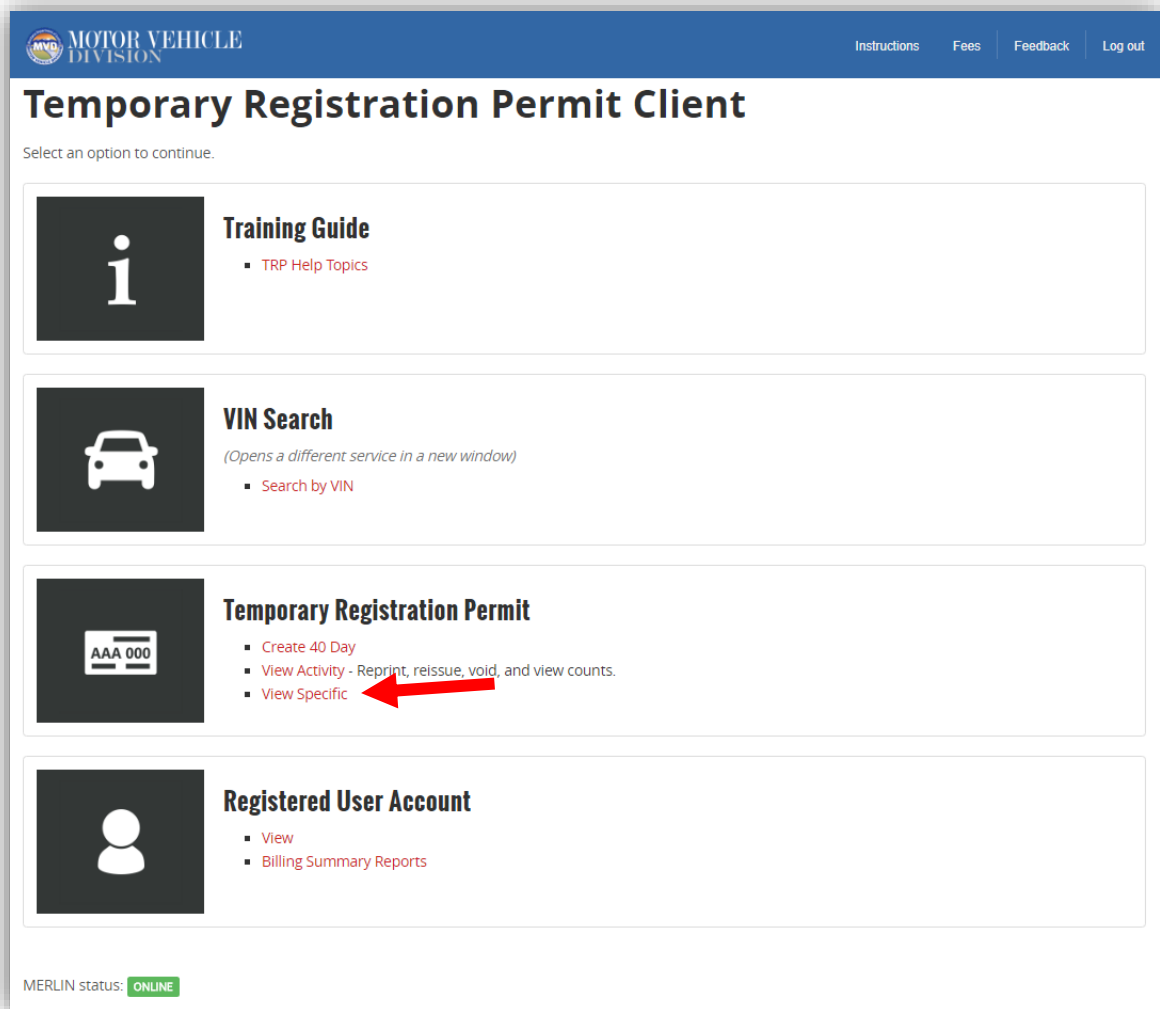




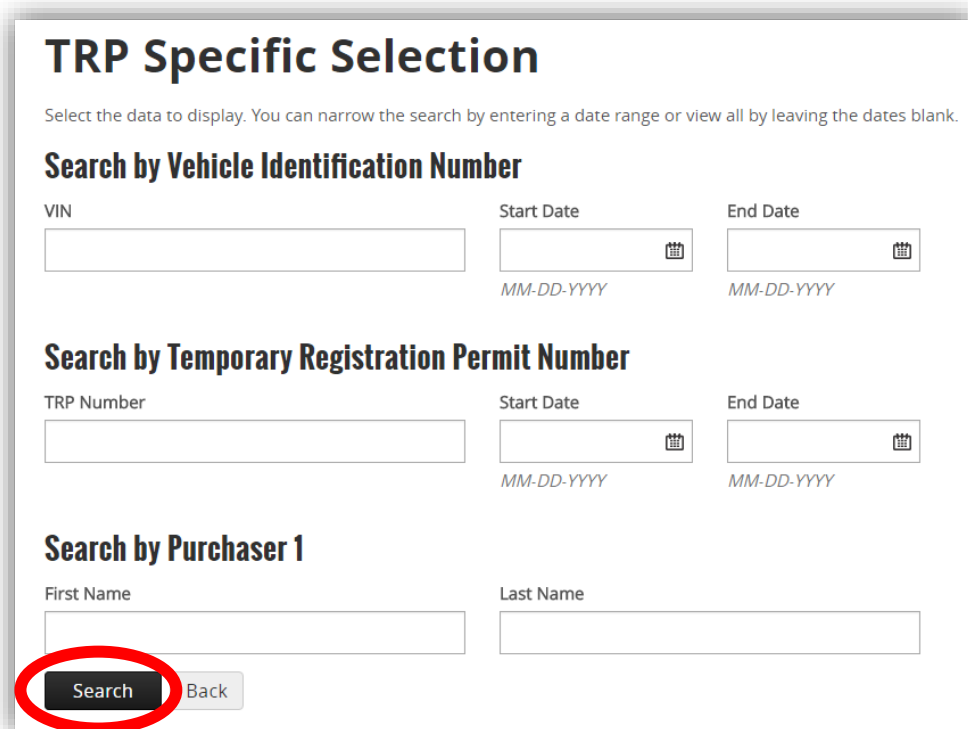
Fig. 123

TRP Specific Selection

1. To filter the information, enter one of the following (*Fig. 124*):
 - **VIN**
 - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
 - **TRP Number**
 - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
 - **Purchaser 1's First and/or Last Name**
 - If the customer has only one name, enter it in the Last Name text box.

NOTE: Partial search terms do not return results. You must enter a complete VIN, TRP number, or first and/or last name.

2. To proceed, click **Search**.
3. To return to the Main Menu page, click **Back**.





TRP Specific Selection

Select the data to display. You can narrow the search by entering a date range or view all by leaving the dates blank.

Search by Vehicle Identification Number


VIN


Start Date  MM-DD-YYYY

End Date  MM-DD-YYYY

Search by Temporary Registration Permit Number

TRP Number

Start Date  MM-DD-YYYY

End Date  MM-DD-YYYY

Search by Purchaser 1

First Name

Last Name

Search

Fig. 124

TRP Specific Results

The page displays a list of TRPs and the following information based on your parameters (Figs. 125-126).

NOTE: From the TRP Specific Results page (Figs. 125-126), you can reprint, void, and reissue TRPs, and issue 90-Day TRPs. For instructions, please refer to [Pages 54-89](#).

- **Date/Time:** A timestamp of when the TRP was issued, reissued, or voided.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who issued, reissued or voided the TRP.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Y is displayed if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 122](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 120](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 90](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, **Reprint**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 54-89](#).

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date End Date Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		Print	Void
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		Reissue
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-14-2018 10:59 AM	AAIK3976 / VEHICLE SALE	01D001TT	1C4BJWDG2JL882336	Y	SMITH, SALLY	Void (Void)	DAMAGED		
03-13-2018 9:56 AM	AAIK3976 / VEHICLE SALE	01D001DJ	1C4BJWDG2JL882336	Y	SMITH, SALLY	Active (Issue)			
03-08-2018 5:58 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	LOST		Reissue


NOTE: To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 125

Viewing 10 records per page of 1 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-14-2018 8:54 AM	AAIK4047 / VEHICLE SALE	03D005DJ	KNDJX3A52G7293431	N	WATE, ETHAN	Active (Issue)			Void Issue 90 Day TRP

« 1 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

NOTE: A yellow Message button also may appear in the Action column. For more information about this button, please refer to [Page 114](#).

Message

Fig. 126

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 127).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 128).
5. To view a report displaying aggregate data, click **View TRP Counts for the Given Search** (Fig. 126). For more information about the Counts report, please refer to [Page 97](#).
6. To return to the TRP Specific Selection page, click **Back**.
7. To return to the TRP Activity Date Selection Menu, click **Search Activity**.
8. To search for specific TRPs, click **Search Specific**.
9. To return to the Main Menu page, click **Main Menu**.

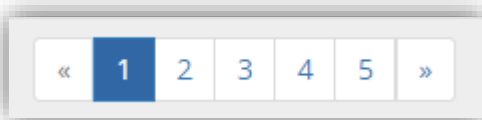


Fig. 128

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Viewing records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-14-2018 10:59 AM	AAIK3976 / VEHICLE SALE	01D001TT	1C4BJWDG2JL882336	Y	SMITH, SALLY	Void (Void)	DAMAGED		
03-13-2018 9:56 AM	AAIK3976 / VEHICLE SALE	01D001DJ	1C4BJWDG2JL882336	Y	SMITH, SALLY	Active (Issue)			
03-08-2018 5:58 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	LOST		<input type="button" value="Reissue"/>
03-05-2018 12:52 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:52 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		

« 1 2 »

Reports


NOTE: To change your search parameters date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, , and click **Search**.

Fig. 127

TRP Details

- To view details about a specific TRP, select the desired TRP number in red text on the TRP Specific Results page (Fig. 129).

The page displays TRP, vehicle, purchaser(s), LLC agent, seller, and security interest perfection information (if applicable) associated with the TRP (Figs. 130-131, pgs. 95-96).

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Viewing records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			

Fig. 129

Vehicle Information

TRP Information

TRP Type **VEHICLE SALE**
 Issue Date **03-23-2018**
 Expiration Date **05-02-2018**
 TRP Number **AAIK4540**
 Transaction ID **DOJTRP2018032308440029182**

Vehicle

Vehicle Type	Passenger	Odometer Reading	12
Vehicle Identification Number (VIN)	2C3CDXGJ6JH140922	Odometer Indicator	Actual
Year	2018	Odometer Unit	Miles
Make	Dodge	Fuel Type	Gas
Model	CHA	Sale Date	03-23-2018
Style	Sedan	State Where Vehicle Will Be Titled	MT
Primary Color	Red	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name **SALLY**
 Middle Initial **L**
 Last Name **SMITH**
 Suffix
 ID Number **09876543210987654321**
 ID Jurisdiction **MT**
 ID Type **Driver License Number**
 Ownership Type **Purchaser**

Street Address

Address Line 1 **2005 LAKE DR.**
 Address Line 2
 City **HELENA**
 State **MT**
 Zip Code **59601**

Mailing Address

Address Line 1 **2005 LAKE DR.**
 Address Line 2
 City **HELENA**
 State **MT**
 Zip Code **59601**

Fig. 130

2. To return to the TRP Specific Results page, click **Back** (Fig. 131).
3. To return to the TRP Activity Date Selection page, click **Search Activity**.
4. To search for specific TRPs, click **Search Specific**.
5. To return to the Main Menu page, click **Main Menu**.

Purchaser/Requestor 2

First Name	JOHN
Middle Initial	W
Last Name	SMITH
Suffix	
ID Number	12345678998765432112
ID Jurisdiction	MT
ID Type	Identification Card Number
Ownership Type	Purchaser

Street Address

Address Line 1	2005 LAKE DR.
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

Mailing Address

Address Line 1	2005 LAKE DR.
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

Seller

Company Name	LESKOVAR MOTORS INC
ID Number	01D001
ID Jurisdiction	MT
ID Type	Dealer License Number

Street Address

Address Line 1	3766 Harrison Ave
Address Line 2	
City	Butte
State	MT
Zip Code	59701-6807

Mailing Address

Address Line 1	3766 Harrison Ave
Address Line 2	
City	Butte
State	MT
Zip Code	59701-6807

Security Interest Perfection

Record Security Interest	yes
Company Name	FIRST AUTO BANK
ID Number	67890123456789012345
ID Jurisdiction	
ID Type	FEIN
Security Interest Tracking Number:	5X0704616
Security Interest Priority Date:	03-23-2018

Street Address

Address Line 1	2300 Euclid
Address Line 2	
City	Helena
State	MT
Zip Code	59601

Mailing Address

Address Line 1	2300 Euclid
Address Line 2	
City	Helena
State	MT
Zip Code	59601

Back

Search Activity

Search Specific

Main Menu

Fig. 131

View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Specific Results page (Fig. 132).

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

MM-DD-YYYY

End Date

MM-DD-YYYY

Viewing records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-14-2018 10:59 AM	AAIK3976 / VEHICLE SALE	01D001TT	1C4BJWDG2JL882336	Y	SMITH, SALLY	Void (Void)	DAMAGED		
03-13-2018 9:56 AM	AAIK3976 / VEHICLE SALE	01D001DJ	1C4BJWDG2JL882336	Y	SMITH, SALLY	Active (Issue)			
03-08-2018 5:58 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	LOST		<input type="button" value="Reissue"/>
03-05-2018 12:52 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:52 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		

Reports

Fig. 132

TRP Counts

1. The TRP counts page displays the following summary results within your chosen parameters (*Fig. 133*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.
2. The page displays the date range if you selected a range on the TRP Specific Selection page.
3. To view the aggregated totals grouped by username, click **Report Details**.
4. To return to the TRP Specific Results page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**.

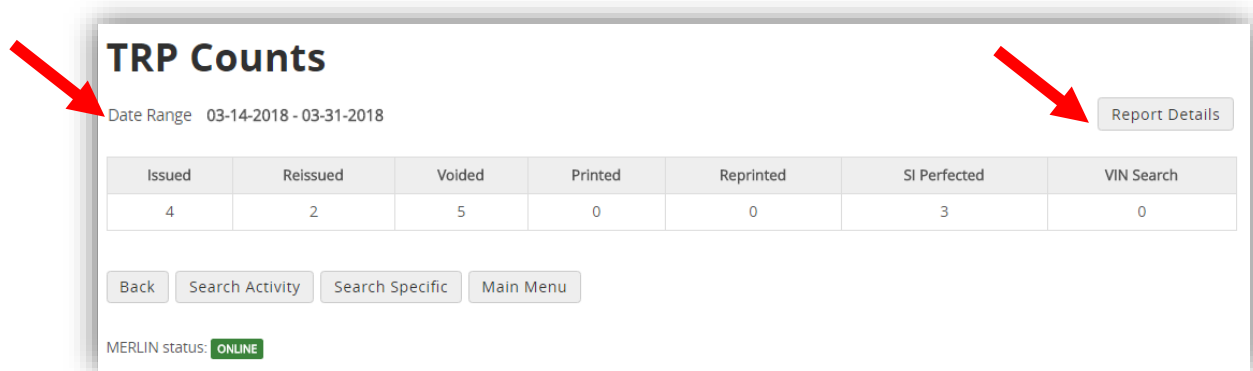
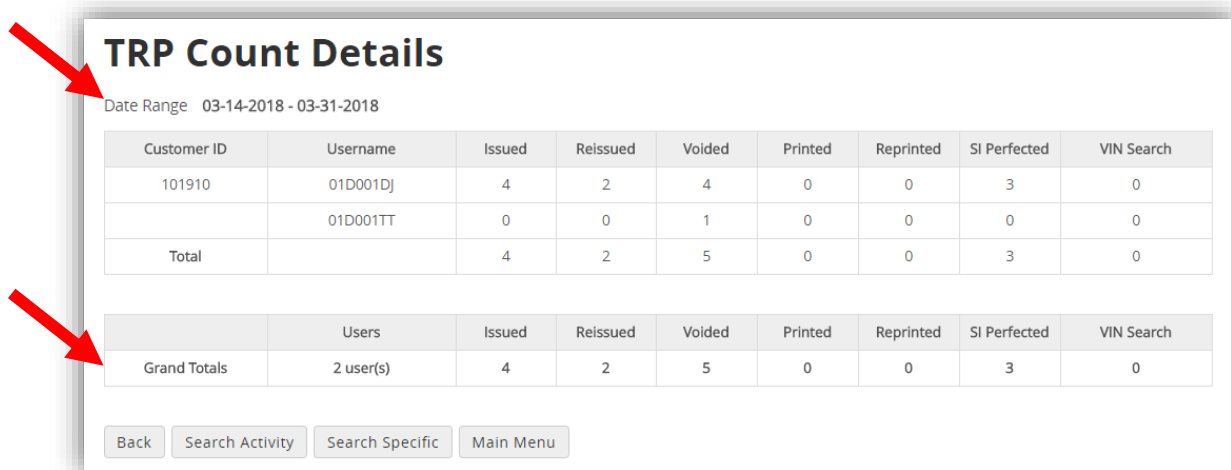


Fig. 133

TRP Count Details

1. The TRP Count Details page displays the following summary results within your chosen parameters (*Fig. 134*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.
 - Grand totals for each column.
2. The page displays a date range if you selected a range on the TRP Specific Selection page.
3. To return to the TRP Specific Results page, click **Back**.
4. To return to the TRP Activity Date Selection page, click **Search Activity**.
5. To search for specific TRPs, click **Search Specific**.
6. To return to the Main Menu page, click **Main Menu**.



TRP Count Details

Date Range 03-14-2018 - 03-31-2018

Customer ID	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
101910	01D001DJ	4	2	4	0	0	3	0
	01D001TT	0	0	1	0	0	0	0
Total		4	2	5	0	0	3	0

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	2 user(s)	4	2	5	0	0	3	0

Back Search Activity Search Specific Main Menu

Fig. 134

HOW TO PAY FOR A TRP

You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your registered user account. Registered user charges are included with the monthly invoice that your business receives. **NOTE:** If you issue an in-state Vehicle Sale or Courtesy Delivery TRP without a SI Perfection and/or dealer logo, the payment page does not display as there is no fee charged through the online TRP service for this type of TRP. The purchaser pays the fee as part of the title and registration process at a county office. For a detailed list of the TRP fees, please refer to [Page 123](#).

Registered User Account

- To have the TRP cost billed to your registered user account, select **Registered User** box on the Payment page (*Fig. 135*).
 - You will receive monthly invoices that you can choose to pay by credit or debit card or check.
 - The page displays any fees due.
 - To learn more about becoming a registered user, select **Registered User**.
- Click **Charge Registered User Account** (*Fig. 136*).
 - The next page (the Print TRP page) displays the status of the transaction.
 - The information associated with the TRP has been sent to the MVD system and is accessible to the MVD, authorized agents, and law enforcement.
- The Print TRP page displays. For information about how to print the TRP, please refer to [Page 103](#).

NOTE: DO NOT click the “back” button on your browser once you click **Charge Registered User Account** as this may cause an error and prevent you from finalizing your purchase.

Payment

Select Payment Option

Credit Card

You want to have your customer pay now with a credit card. This is a *secure transaction*.

Registered User

You are a *Registered User* and you want the cost of this TRP billed to your account.

Fig. 135

Registered User Payment

Your total cost for purchasing this item through mt.gov is **\$9.24**

This cost includes the price for the following:

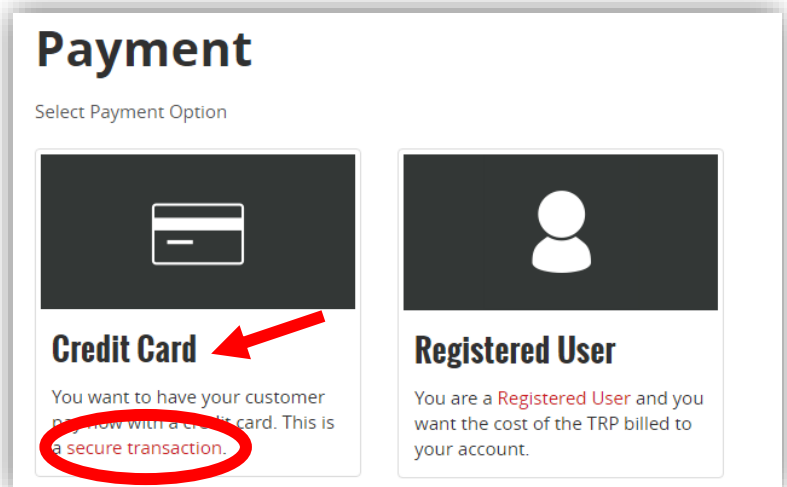
Item	Cost
Montana Temporary Registration Permit	\$0.00
Dealer Logo	\$1.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24

Charge Registered User Account

Fig. 136


Credit or Debit Card

1. To pay for the TRP with a credit or debit card, select **Credit Card** box on the Payment page (Fig. 137).
 - The page displays any fees due.
 - To learn more about the transaction's security, select **Secure Transaction**.
 - The service accepts MasterCard and Visa.
2. Click **Pay with Credit Card** (Fig. 138).




Payment

Select Payment Option



Credit Card

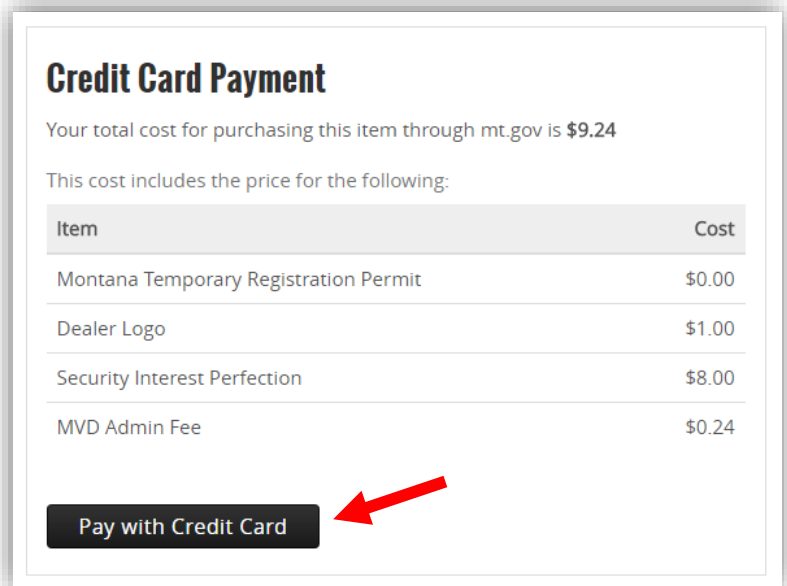
You want to have your customer pay now with a credit card. This is a **secure transaction**.



Registered User

You are a **Registered User** and you want the cost of the TRP billed to your account.

Fig. 137



Credit Card Payment

Your total cost for purchasing this item through mt.gov is **\$9.24**

This cost includes the price for the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Dealer Logo	\$1.00
Security Interest Perfection	\$8.00
MVD Admin Fee	\$0.24

Pay with Credit Card

Fig. 138

Enter card information

1. Enter the card information (*Fig. 139*).
 - Required fields are marked with an asterisk.
 - The service accepts MasterCard and Visa.
2. Click **Continue**.
3. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 103](#).

Credit Card Payment

Enter the requested information.
* Required field

Customer Information

First Name * Middle Name Last Name *

Company/Organization

Contact Phone * Email

555-555-5555 email@example.com

Billing Address

Billing Address *

City * State * Zip Code *

Payment Information

Name on Credit Card *

Credit Card Number *

No hyphens or spaces

Expiration Date *

Month Year

Continue Cancel

Fig. 139

NOTE: DO NOT click the “back” button on your browser once you click **Continue** as this may cause an error and prevent you from finalizing your purchase.

HOW TO PRINT A TRP

Once you pay for the temporary registration permit, you must print the TRP.

- If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt at the same time as you print the TRP.
 - No receipts are generated for transactions purchased solely with a registered user account. Registered user charges are included with the monthly invoice that your business receives.
 - If you created a security interest when you created the TRP, the security interest perfection letter will print at the same time as you print the TRP.
- To print the TRP (and the security interest perfection letter and receipt, if applicable) click **Print Temporary Registration Permit** (Fig. 140).
 - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).
 - To enter the information to create another permit, click **Create Another Temporary Permit**.
 - To return to the Main Menu page, click **Main Menu**.
 - Place the printed permit (Fig. 141) inside the plastic sleeve and attach it where the vehicle's rear license plate would normally be displayed.
 - If you need to print TRP *after* the day it was issued, you must void TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 54](#).

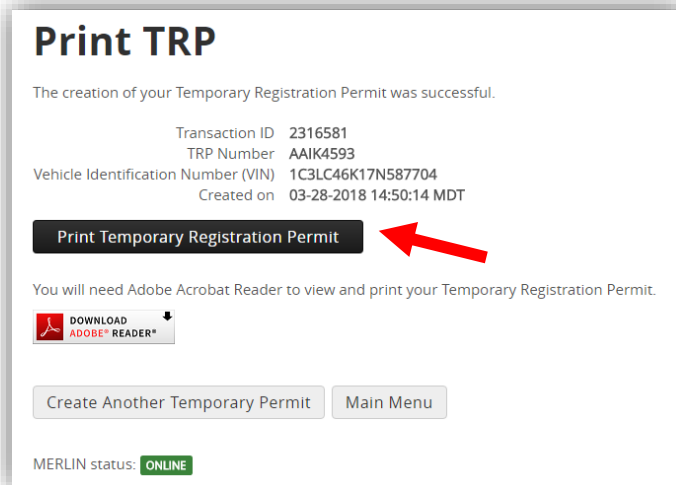


Fig. 140

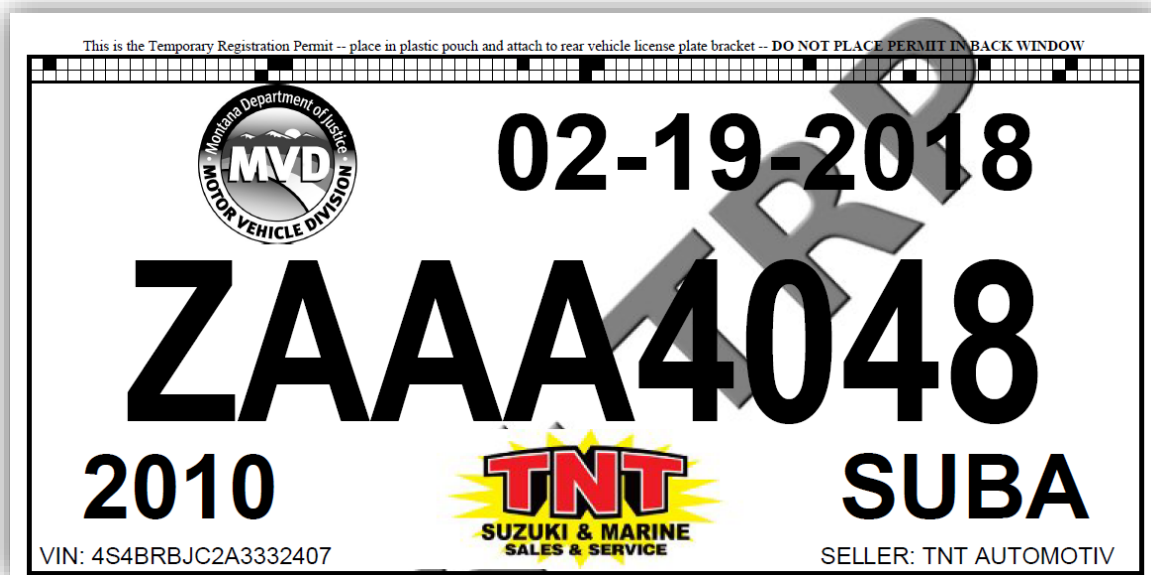


Fig. 141

HOW TO MANAGE YOUR REGISTERED USER ACCOUNT

In the Registered User Account section, you can manage registered user account and view billing reports useful for balancing records. Each online TRP service user has a unique username and password that is used to access both the TRP service and the Customer Database (CDB). To learn more about becoming a registered user, visit Registered Services at <https://app.mt.gov/registered> or refer to [Page 9](#).

View your Registered User Account

1. On the Main Menu page, select **View** under the Registered User Account section (Fig. 142).
2. The CDB opens in a new browser tab. Enter your username and password and click **Login** (Fig. 143).

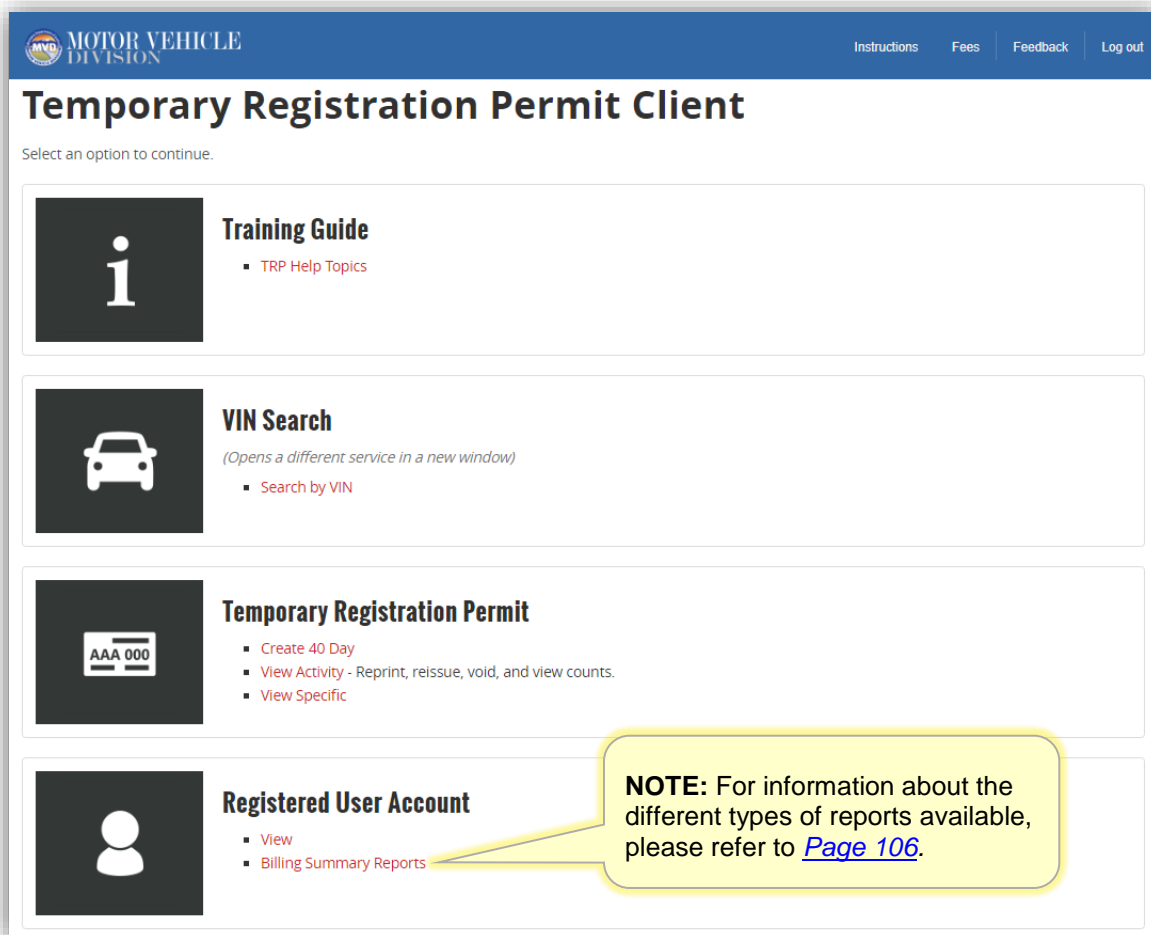


Fig. 142

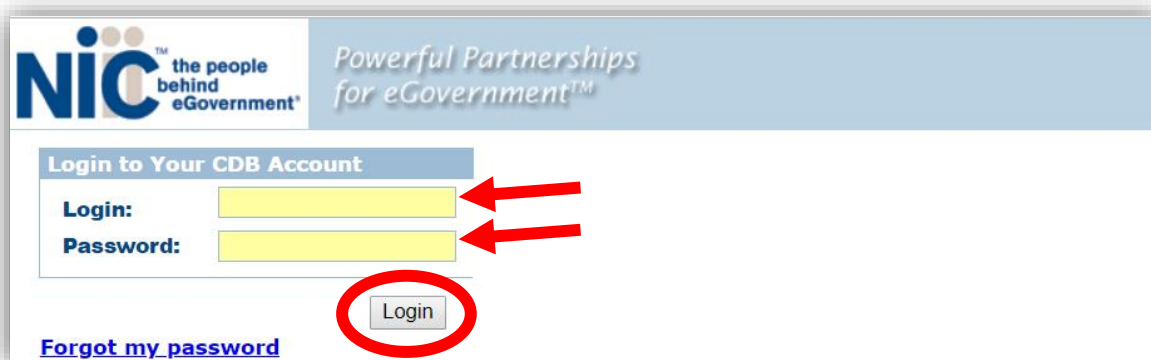


Fig. 143

3. The first time you log in, you will see your User Profile (*Fig. 144*).
 - You can change your password, but it's not required at this point. If you change your password, use this new password to log into *both* the online TRP service and the Customer Database (CDB).
 - You must establish Online Security Questions.
4. Once you have selected questions and entered answers, click **Submit**.
 - The CDB Dashboard displays (*Fig. 145*).
5. In the future, if you need to change your registered user account password, select your username located next to My Profile near the upper right-hand corner of the Dashboard page (*Fig. 145*).
 - On the User Profile page, enter your current password.
 - Then enter your new password and enter it again to confirm the change (*Fig. 144*).
 - Click **Submit**.
 - To leave the CDB, click **Logout** and close this browser tab (*Fig. 145*). **NOTE:** Use this new password to log in to *both* the online TRP service and CDB.

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USER PROFILE

Update User Info

You may edit your user profile information here.

Items marked * are required. Please fill out the fields before clicking on Submit.
Changing your password is optional.

Login: * 01d001test4

New Password:

Confirm Password:

First Name: * Test

Last Name: * Tester4

E-mail: * testing@mt.gov

NOTE: If you change your password, use this new password to log into both the online TRP service and the Customer Database (CDB).

(Password should be 5 to 12 characters.
Current strength requires at least one letter be upper case, one lower case, a numeric value and a special character (!@#%*()).)

Online Security Questions

* Required: Please complete the three security questions with responses.

-- Please select question --

-- Please select question --

-- Please select question --

Cancel Submit

Fig. 144

niC™ the people behind eGovernment®

Home Reports

My Profile: 01d001test4

Help Logout

DASHBOARD

Fig. 145

HOW TO VIEW FINANCIAL REPORTS

You can generate two different reports for balancing financial records: one through the CDB and one through the online TRP service.

Billing Summary Report

The Billing Summary report in CDB provides a detailed list of charges for your business for a billing cycle.

1. To access the report, log in to your Registered User Account. For instructions, please refer to [Page 104](#).
2. On the CDB Dashboard, select **Reports** to view your billing summary (*Fig. 146*).
3. On the Reports page, select **Billing Summary** (*Fig. 147*).

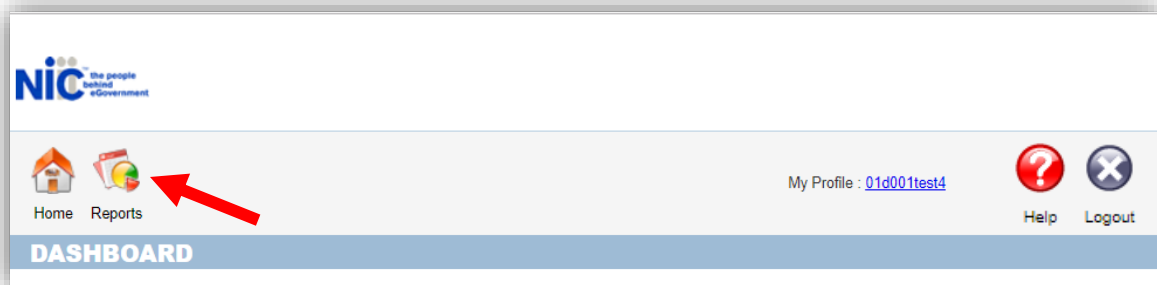


Fig. 146

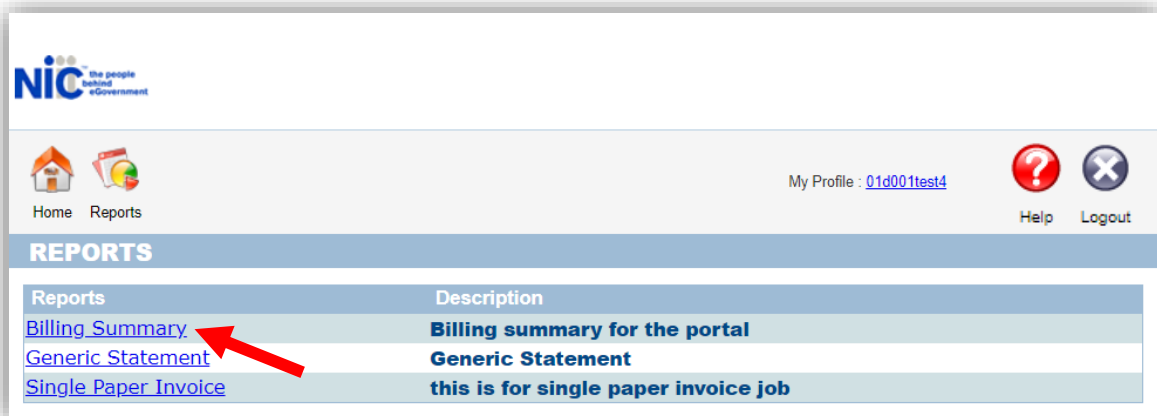


Fig. 147

Select Report Parameters

1. On the Billing Summary page, select a **Billing Period** from the drop-down menu (*Fig. 148*).
2. Although the **Login** text box is optional, you can filter your report to display only one user's transactions by entering a login.
3. If applicable, select **Show Only Totals** for your report.
4. To display results by grouping the same logins together in order, select **Order By Logins**.
5. The **Level** drop-down menu allows you to choose whether to display the TRP Transaction ID in the Transaction Memo field of the report.
6. Select the **Output Format** for your report.
 - Select PDF Document to generate the report as a PDF.
 - Select Html Page to display the report in the same browser window.
 - Select CSV File to download a file that will open in Excel (*Fig. 149*).
7. Click **Generate**.

View Report Results

You can save and/or print the report.

My Profile : 01d001test4

Home Reports

Help Logout

REPORTS

Billing Summary

This is a detailed listing of charges for a customer for a bill cycle

Billing Period: * 022018 *

Login: (e.g. NICdemo *)

Show Only Totals: ☐

Order By Logins: ☐

Level: With TRANSACTION MEMO ▾

Output Format:

- ☒ PDF Document
- ☐ Html Page
- ☐ Excel Spreadsheet
- ☐ CSV File

Generate

Fig. 148

Date	Transaction	Login	Client Memo	Transaction	Quantity	Cost
2/1/2018 13:20	DOJ Vehicle Sale TRP	03d001john	[ZG83361][5N1AT2MK4EC809201][AA2548795][DOJTRP2018020113203298349]		1	\$0.00
2/1/2018 18:04	DOJ Vehicle Sale TRP	03d001john	[ZG83582][3GNCJNSB2JL196752][null][DOJTRP2018020118041656480]		1	\$0.00
2/2/2018 12:34	DOJ Vehicle Sale TRP	03d001john	[ZG83834][1FT8X3BT8CEA32905][AA2977798][DOJTRP2018020122341020737]		1	\$0.00
2/3/2018 11:19	DOJ Vehicle Sale TRP	03d001john	[ZG84291][1G1B055M9G7315634][null][DOJTRP201802031190888304]		1	\$0.00
2/3/2018 18:15	DOJ Vehicle Sale TRP	03d001john	[ZG84581][1C4RJFCG3CC241828][AA2674577][DOJTRP2018020318152839023]		1	\$0.00
2/5/2018 14:09	DOJ Vehicle Sale TRP	03d001john	[ZG84838][1GCL1KWEYSJF144061][null][DOJTRP2018020514092661371]		1	\$0.00
2/5/2018 17:30	DOJ Trp Issue Out State	03d001john	[ZG84989][1GT424E83FF158551][AA3634512][DOJTRP2018020517300131755]		1	\$25.24
2/5/2018 18:30	DOJ Vehicle Sale TRP	03d001john	[ZG85013][1GT424CY5JF183643][null][DOJTRP2018020518303999446]		1	\$0.00
2/6/2018 15:25	DOJ Vehicle Sale TRP	03d001john	[ZG85269][3C6RR7KTHG524096][AA3462157][DOJTRP2018020615254070538]		1	\$0.00
2/7/2018 13:27	DOJ Vehicle Sale TRP	03d001john	[ZG85586][3GCUKSEC1HG449527][null][DOJTRP2018020713273462873]		1	\$0.00
2/7/2018	DOJ Trp Issue	03d001john	[ZG859612][1G1RA6554HU360945][null][DOJTRP2018020714063061453]		1	\$25.24
2/6:37 PM	Out State					
2/7/2018 14:23	DOJ Vehicle Sale TRP	03d001john	[ZG86311][3G1BE66M8H565993][null][DOJTRP2018020714233672724]		1	\$0.00
2/8/2018 10:04	DOJ Vehicle Sale TRP	03d001john	[ZG86501][3GCUKSEC8HG459696][null][DOJTRP2018020810040804644]		1	\$0.00
2/8/2018 13:08	DOJ Vehicle Sale TRP	03d001john	[ZG85978][3GCUKSEC8HG439481][null][DOJTRP2018020813084150276]		1	\$0.00
2/8/2018 14:03	DOJ Vehicle Sale TRP	03d001john	[ZG86027][SHHF7K7H59HU203116][AA3342328][DOJTRP2018020814034672133]		1	\$0.00
2/9/2018 16:16	DOJ Vehicle Sale TRP	03d001john	[ZG86580][3GCUKSEC8HG212260][null][DOJTRP2018020916164156972]		1	\$0.00
2/9/2018 16:55	DOJ Vehicle Sale TRP	03d001john	[ZG86617][3GCUKSEC2HG326433][null][DOJTRP2018020916553206202]		1	\$0.00
2/9/2018 17:48	DOJ Vehicle Sale TRP	03d001john	[ZG86656][3GCPKSE72DG158867]		1	\$0.00

Fig. 149

Balancing Report

The Balancing Report provides a list of charges for your business based on your chosen parameters.

1. To access the report, select **Billing Summary Reports** under the Registered User Account section on the Main Menu page of the TRP service (Fig. 150).
2. On the Reports page, select **Balancing Reports** (Fig. 151).
3. To return to the Main Menu page, select **Main Menu**.

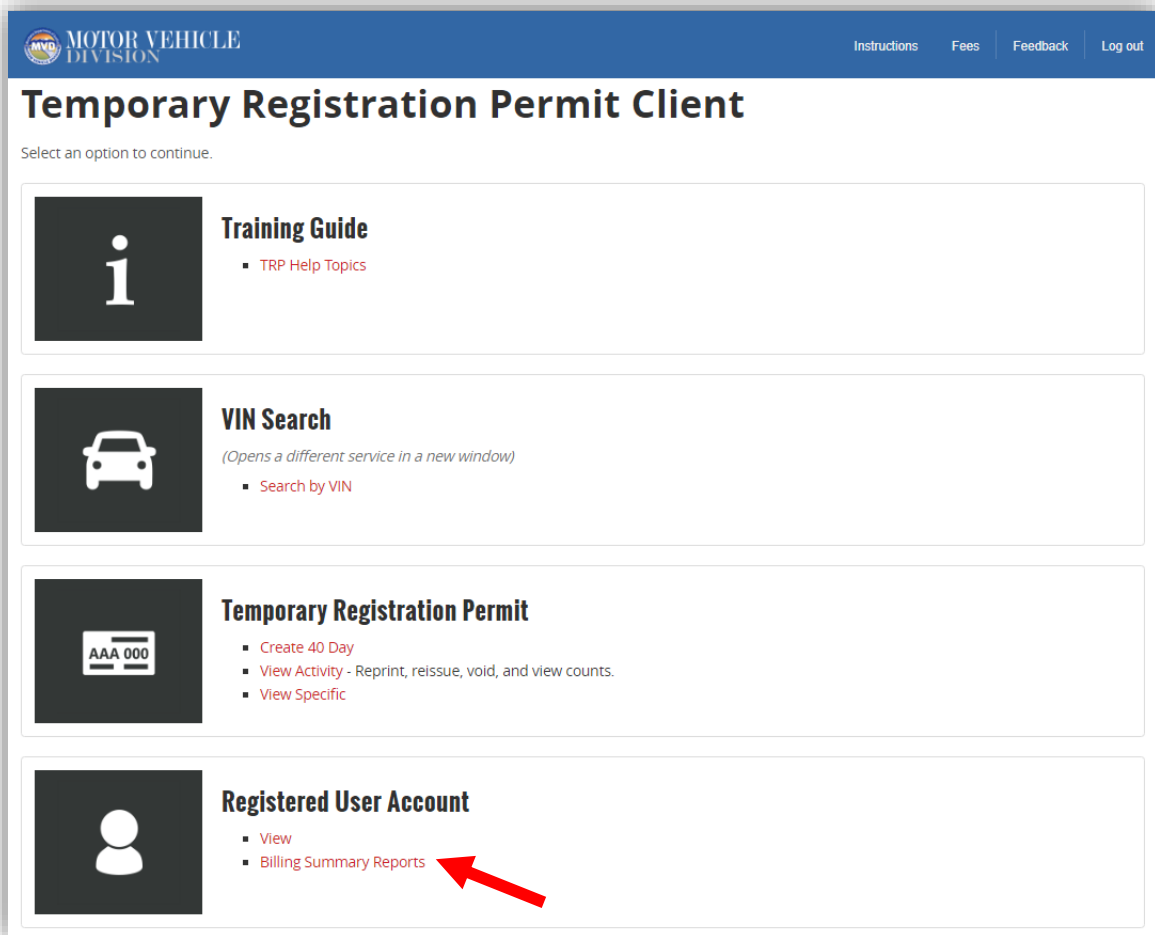


Fig. 150

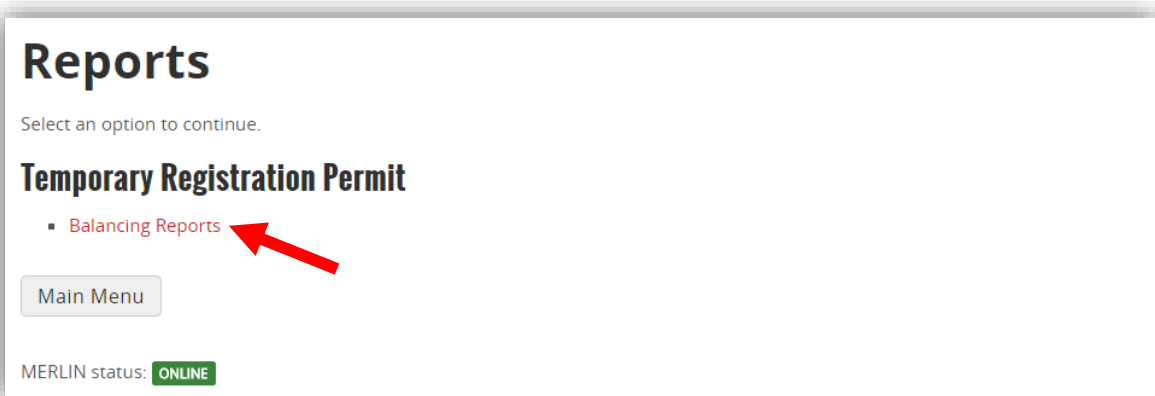



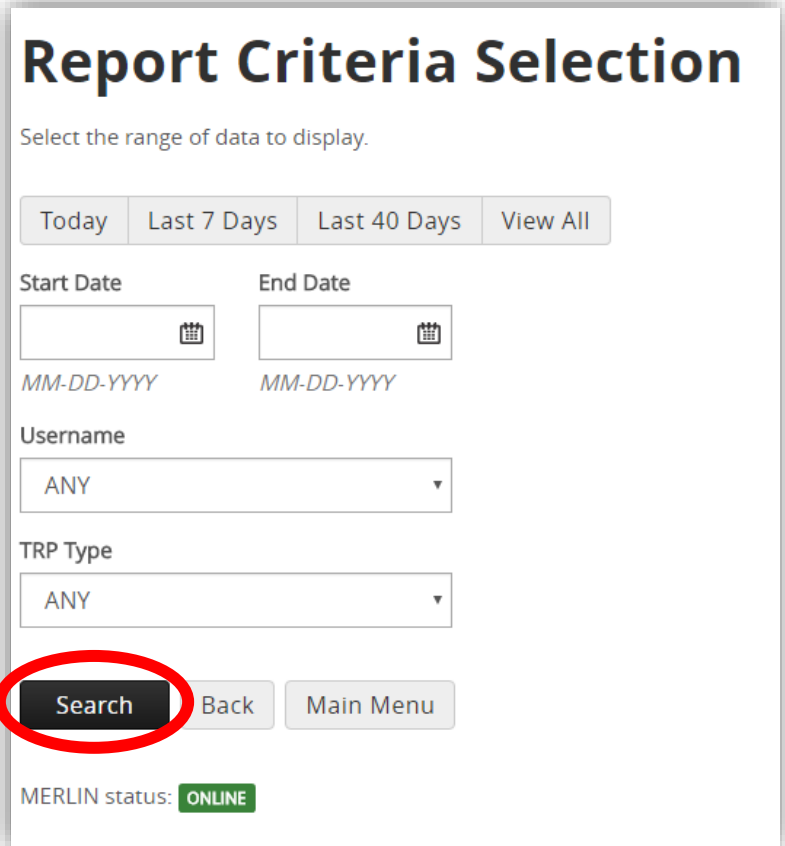
Fig. 151

Select Report Criteria

Select one or a combination of a date range, username and/or TRP type as your report parameters on the Report Criteria Selection page (Fig. 152).

1. Select one of the following:
 - **Today**
 - **Last 7 Days**
 - **Last 40 Days**
 - **View All**

OR
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. Select a username in the **Username** drop-down menu. Your choices are any user logins associated with your location or business.
4. Select a TRP Type in the **TRP Type** drop-down menu.
5. To proceed, click **Search**.
6. To return to the Reports page, click **Back**.
7. To return to the Main Menu page, click **Main Menu**.



Report Criteria Selection

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Username

ANY

TRP Type

ANY

Search Back Main Menu

MERLIN status: **ONLINE**

Fig. 152

View Report Results

- The Balancing Report displays the following summary results (*Fig. 153*) within your chosen parameters:
 - Types of TRPs created.
 - Total number of TRPs issued and reissued.
 - Number of in-state and out-of-state TRPs issued and reissued.
 - Number of security interests perfected.
 - Fees applied to your registered user account (indicated in the debit columns).
 - Fees paid by credit or debit card for in-state and out-of-state TRPs
 - Fees paid by credit or debit card for in-state and out-of-state SI's perfected.
 - Total TRPs issued.
 - Total fees paid by credit or debit card.
 - Total amount applied to your registered user account (listed as Debit Total).
 - Number of VIN Searches.
 - Total amount collected.
- To view specific transaction information, click **Report Details**.
- To return to the Report Parameters Selection page, click **Back**.
- To return to the Main Menu page, click **Main Menu**.

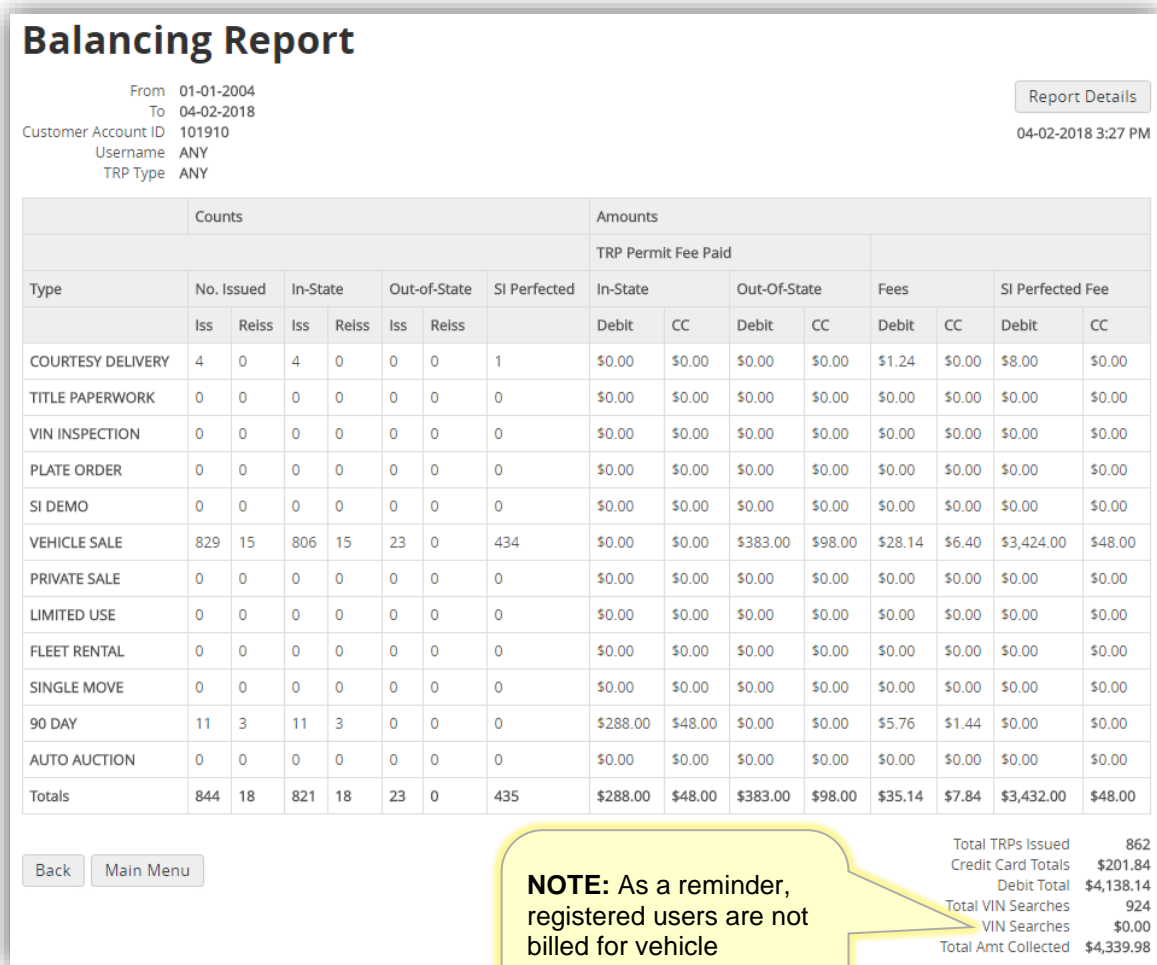


Fig. 153

View Report Details

The Balancing Report Details page displays information (Fig. 154) about TRP transactions within your chosen parameters.

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total entries.
3. To sort the information, click on the column headings with arrows.
4. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 155).
5. To return to the Balancing Report page, click **Back**.
6. To return to the Main Menu page, click **Main Menu**.



Fig. 155

Balancing Report Details

From 01-01-2004
To 04-02-2018
Customer Account ID 101910
Username ANY
TRP Type ANY

Start Date: 01-01-2004
End Date: 04-02-2018
Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 2355 total records.

Transaction Date	Customer Account ID	Username	TRP Number / TRP Type	Description	TRP Type	TRP Amount	Payment Method	MI Transaction Number
2018-04-02 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	MVD Admin Fee	VEHICLE SALE	\$0.74	Debit	DOJTRP2018040215194181313
2018-04-02 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	Montana Temporary Registration Permit (out of state)	VEHICLE SALE	\$24.50	Debit	DOJTRP2018040215194181313
2018-04-02 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	Dealer Logo	VEHICLE SALE	\$1.00	Debit	DOJTRP2018040215194181313
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	90 Day Temporary Registration Permit	90 DAY	\$24.00	Debit	DOJTRP2018033011035885323
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	Montana Temporary Registration Permit	90 DAY	\$0.00		DOJTRP2018033011035885323
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	MVD Admin Fee	90 DAY	\$0.72	Debit	DOJTRP2018033011035885323
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	MVD Admin Fee	VEHICLE SALE	\$0.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Dealer Logo	VEHICLE SALE	\$1.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00		DOJTRP2018033010414233775

« 1 2 3 4 5 »

Back Main Menu

Fig. 154

HOW TO REQUEST A REFUND

Voided TRPs

Cancellation of Sale

On the Day of Issuance

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP using the Cancellation of Sale reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

Before Expiration

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership about outstanding TRP fees.

After Expiration

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP using the Cancellation of Sale reason *after* the permit has expired, you must call the MVD at 406-444-3661. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

Wrong Vehicle

On the Day of Issuance

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP using the Wrong Vehicle reason on the same day it was issued, you must call the MVD at 406-444-3661. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

Before Expiration

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership about outstanding TRP fees.

Other TRP Transactions

For all other TRP refund requests, complete [Form 40-2300](#) and mail or fax it to the MVD, using the contact information on the form. The MVD will approve or deny the refund. If approved, the refund is credited to your registered user or credit or debit card or account. If the transaction is more than 60 days old, the MVD issues a refund check.

Please email refund questions to dojdealerinfo@mt.gov.

TROUBLESHOOTING

Error Messages

When processing a TRP, you may encounter an error message. **NOTE:** An error message STOPS you from creating a TRP until the issue is resolved.

Error messages display near the top of the transaction window. They appear in lowercase or uppercase text in a red box with an exclamation point.

Uppercase Messages

An error message displayed in uppercase text indicates that there is a current action on the vehicle related to the transaction.

- You may need to contact the Vehicle Services Bureau for assistance.
- For example, this message (*Fig. 156*) is designed to alert you that the vehicle is being transferred to a new owner. A TRP cannot be issued until the ownership transfer is complete and vehicle ownership is in the name of the new owner.

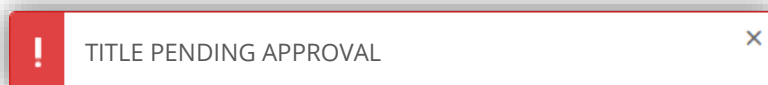


Fig. 156

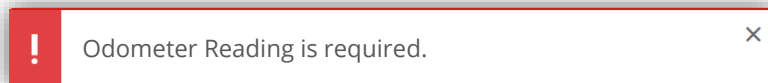


Fig. 157

Lowercase Messages

An error messages displayed in lowercase text indicates incorrect or missing information on the page.

- You cannot proceed with the transaction until you correct the problem.
- For example, this error message (*Fig. 157*) indicates that you did not enter the required odometer reading.
- The online TRP service further highlights the missed text box by displaying the requirement in red text below the text box (*Fig. 158*).

 A screenshot of a web form titled "Vehicle & Purchaser". At the top right, there is a red-bordered box with a white exclamation mark and the text "Odometer Reading is required." with a close 'X' button. The form contains several fields: "Year" (2018), "Make" (Cadillac), "Model" (C20), "Style" (Convertible), "Primary Color" (Camouflage), "Secondary Color", "Odometer Reading" (empty), "Odometer Indicator" (Actual), "Odometer Unit" (Miles), "Fuel Type" (Gas), "Sale Date" (02-21-2018), "State Where Vehicle Will Be Titled" (MONTANA), and "Purchaser County of Residence" (LAKE COUNTY). A red arrow points to the "Odometer Reading" field. Below this field, the text "Odometer Reading is required." is displayed in red.

Fig. 158

Warning Messages

When processing a TRP, you may encounter a warning message. If you see one, you should verify the vehicle and purchaser information that you entered and/or enter any missing information. Warning messages also can indicate the status of the vehicle related to the TRP transaction. **NOTE:** A warning message will NOT STOP you from creating a TRP.

Warning messages display near the top of the transaction window. They appear in lowercase or uppercase text in a blue box with a letter “i.”

Verify and Correct Vehicle and Customer Information

Although warning messages are always important, seeing one specifically related to the vehicle or the customer information requires extra vigilance.

- For example, if you see a warning message for a vehicle that has a Montana title (*Fig. 159*) or after you find a vehicle record when you conduct a VIN search through the online TRP service, you should click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. Correct any data entry errors. **NOTE:** VINs for vehicles older than 1982 have fewer than 17 digits, but this does not STOP you from proceeding. The warning message is alerting you to verify and/or correct any data entry errors when you return to the Vehicle & Purchaser Search page.
- If you enter a purchaser’s legal name and Montana driver’s license or Montana ID card number, the online TRP service ALWAYS displays the purchaser’s information. If you see a warning message (*Fig. 160*) when the service displays a customer record, click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. If you review the information you entered and there are no data entry errors, enter the purchaser’s address to continue creating the TRP.

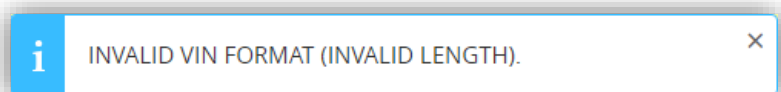


Fig. 159

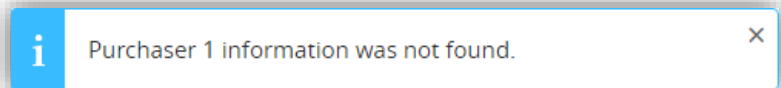


Fig. 160

Uppercase Messages

If you see a warning message in uppercase text (*Fig. 161*), you may need to conduct further research about the vehicle or the purchaser or contact the Vehicle Services Bureau for assistance.

- For example, if you see a DESIGNATION: JUNK warning message and you were not aware that the vehicle had been junked, you must choose whether to proceed with the transaction.

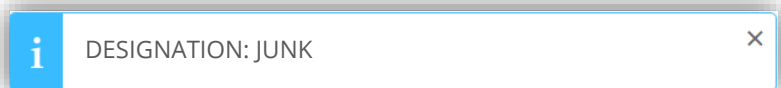


Fig. 161

Offline Mode

In rare instances, the MVD system (MERLIN) may not be able to directly communicate with the TRP service. **NOTE:** If that happens, you can still issue TRPs using the service in offline mode.

Throughout the TRP service, each page displays a message in the lower left-hand corner about whether the MVD system is in online or offline mode (Figs. 162-163).

- In offline mode, text boxes that are normally prefilled in the TRP service remain empty because the TRP service is unable to exchange vehicle or customer information with the MVD.
- In offline mode, you cannot verify if the status of the vehicle is acceptable for TRP issuance, including whether the vehicle has been surrendered or junked.

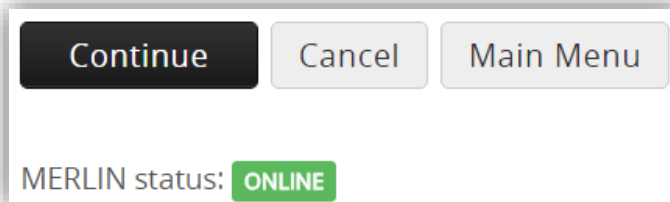


Fig. 162

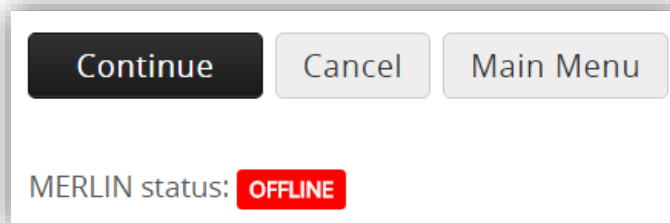


Fig. 163

When the connection is restored, the TRP service sends the information to the MVD system.

- During that process the MVD system may return an error that must be resolved by an MVD clerk so that the information can be recorded with MVD.
- These errors are managed from the error messages menu item on the TRP Administrative Site.
- You can find the transaction through the View Activity or View Specific sections on the Main Menu page. Click the yellow Message button to view the error (Fig. 164).
- You cannot bypass the error and issue the TRP. The error may require assistance from Montana Interactive (MI), the Vehicle Services Bureau, or someone who has access to the TRP administrative user interface.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
05-11-2017 8:03 AM	AAHV4309 / COURTESY DELIVERY	DEALER01	2C8GF68465R253360	N	WEBSTER ISADORA	Complete (Issue)			
05-11-2017 8:03 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Issue) - Error			Message
Reason for Failure:	Reason for Failure: AN ERROR OCCURRED PROCESSING THE TRP								
05-11-2017 8:03 AM	AAHV4311 / COURTESY DELIVERY	DEALER01	3LNHL2JC6BR762407	N	CATHRYN JAYME	Complete (Issue)			
05-11-2017 8:04 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Reprint) - Error			Message
Reason for Failure:	Reason for Failure: PERMIT NUMBER NOT FOUND.								

Fig. 164

GLOSSARY

Browser – Browsers are desktop, laptop, or mobile device software programs used for searching and viewing various kinds of internet resources such as information on the MVD web site.

CDB – CDB is NIC's subscription customer database. All NIC portals, such as MI, use CDB to manage subscribers who purchase data and pay via monthly invoice. CDB tracks transactions, fees, and receivables and manages reporting. It is used to set up customer accounts and accept payments for the TRP service.

DOJ – The State of Montana Department of Justice (DOJ) is Montana's top law enforcement and legal agency. DOJ maintains public safety, prosecutes criminals, represents the state of Montana in court, registers vehicles, licenses drivers and more. Divisions, agencies and bureaus include the Highway Patrol, State Crime Lab, Law Enforcement Academy, Sexual and Violent Offender Registry, Office of Consumer Protection, lawyers who defend Montana in court and the lawyers who file suit on the state's behalf when Montana has been wronged.

End user (user) – A user is someone who accesses the online TRP service.

Icon – A small picture that represents an object or program.

MERLIN – The Montana Enhanced Registration and Licensing Information Network (MERLIN) is an integrated DOJ system that ties all motor vehicle title and registration services to common customer accounts. MERLIN is also used to track financial transactions for some state services. For individuals, the customer account number is the driver license or state or tribal identification card number. For businesses, the customer account number is the federal employer or tax identification number or, in the absence of these, the number assigned to the business when it registered with the Secretary of State's office. The TRP service validates vehicle information with MERLIN before allowing users to issue a temporary registration permit.

Montana Interactive (MI) – Helena-based Montana Interactive LLC is the eGovernment services provider for the State of Montana and has partnered with the state since 2001. MI offers and supports hundreds of eGovernment solutions in partnership with state and numerous county and city entities that provide value to the citizens and businesses of Montana, and beyond. Most of MI's services are delivered at no cost to partners through a unique flexible-funding model. Developed by MI's parent company, NIC, the funding model allows for the development and ongoing support and maintenance of most eGovernment services and solutions at no cost to government. Since 2001, use of the flexible-funding model has saved the State of Montana more than \$15 million. For more information, visit <http://www.egovmt.com>.

MVD – The DOJ Motor Vehicle Division (MVD) serves and protects Montana citizens by ensuring authentication for credentials, licenses, vehicles titled and accountability of official records. The MVD is comprised of three bureaus: The Driver License Bureau, Operations and Customer Support Bureau and Vehicle Services Bureau.

Offline – The MVD's MERLIN computer system is unavailable to receive information; the service also cannot verify information from MERLIN when it is offline.

Security Interest Perfection – When a vehicle is purchased using a loan, the dealer must create a security interest letter along with the TRP. If you have questions, please contact the MVD at PO Box 201431, Helena MT 59620-1431 or call (406) 444-3661.

TRP – The primary purpose of a temporary registration permit, or TRP, is to allow a buyer to operate a newly purchased vehicle from the place of sale in Montana to his/her destination. TRPs are generated electronically, with a unique number and a detachable proof of temporary vehicle registration. The paper permit is put in a plastic sleeve and attached to the license plate area of the vehicle. For example, when a citizen purchases a vehicle, the dealer issues a TRP. This permit allows the citizen to drive the vehicle until obtaining a new registration and plates. Permits also are issued for other reasons such as when:

- The new owner(s) of a vehicle requests that the vehicle be shipped to another dealership for customer pickup.
- Issuing a permit before an auto auction. After the sale, the auction house adds the new owner's information.
- When a financial institution allows a potential buyer to test drive a vehicle.

TRP service – The online Temporary Registration Permit service, or TRP service, allows business, county and agency users (registered users of mt.gov services) to create, reissue, void and print TRPs. Users also access the service to view information about TRP transactions and track sales. Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments all benefit from the fast, easy-to-use service because the online system offers a more accurate way to track the permits issued in Montana and verify the accuracy of the data compared to the decades-old paper-based method. Through the administrator UI, authorized MVD employees can search and view transactions and customer information, and run reports.

URL – A Uniform Resource Locator (URL) is a protocol for specifying addresses on the Internet.

VIN – A car's vehicle identification number (VIN) is the identifying code for a specific automobile. The VIN serves as the car's fingerprint, as no two vehicles in operation have the same VIN. A VIN is composed of 17 characters (digits and capital letters) that act as a unique identifier for the vehicle.

FAQS

Questions and Answers

1. **How do I access the Temporary Registration Permit service?** To access the online TRP service, visit <https://app.mt.gov/trp>. You must have registered user credentials (sometimes referred to as a CDB login). Contact your supervisor to request access. For more information, please refer to [Page 9](#).
2. **How do I become a registered user?** Follow the process outlined at <https://app.mt.gov/registered> and complete a Registered Services Agreement at https://app.mt.gov/registered/pdf/Registered_Services_Agreement.pdf. For more information, please refer to [Page 9](#).
3. **What do I do if I forgot my registered user password?** You can reset your password at https://cmbs-admin-mt.cdc.nicusa.com/mt/forgot_password.html. If you need further assistance, contact the MI Help Desk at 406-449-3468, Ext. 0, or helpdesk@egovmt.com.
4. **What are my payment options?** You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your registered user account. Registered user charges are included with the monthly invoice that your business receives.
5. **What does a TRP cost?** The cost of a temporary registration permit varies depending on the type of permit you create and the additional items you order. The online TRP service is provided by a third party working in partnership with the State of Montana. The total amount includes additional charges used to develop, maintain, and enhance the state's official web portal, mt.gov. For more information, please refer to the fees table on [Page 123](#).
6. **How do I know I successfully paid for my TRP?** The online TRP service only displays the permit as an Adobe PDF after you pay for the purchase or after it has been billed to your registered user account. If you pay for any fees with a credit or debit card, the service generates a receipt that you can print along with the permit. You also can review your registered user account transactions through the Customer Database. For more information, please refer to [Page 104-105](#).
7. **How do I request a refund for a voided TRP?** If you void a **Vehicle Sale** or **Courtesy Delivery** TRP using the Cancellation of Sale or Wrong Vehicle reason, call 406-444-3661. For more information, please refer to [Page 112](#).
8. **How do I request a refund for other TRP transactions?** Complete [Form 40-2300](#) and mail or fax it to the MVD. The MVD approves or denies the refund. If approved, the refund is credited to your credit or debit card or registered user account. If the transaction is more than 60 days old, the MVD issues a refund check. For more information, please refer to [Page 112](#).
9. **How do I find information about my dealership's online TRP transactions and activity?** Log into the online TRP service at <https://app.mt.gov/trp>. The Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account. In the Temporary Registration Permit section, you can search for and view information about your dealership's transactions and activity by selecting View Activity. In the Registered User Account section, you can view billing and balancing reports. For more information, please refer to [Pages 45 and 104](#).
10. **I have a question, what do I do?** Be sure that you have watched the complete TRP training video at <https://app.mt.gov/trptraining/dealership.html>. For specific questions, visit the Help Topics page at <https://app.mt.gov/trptraining/topics/index.html>. For additional help, contact the MI Help Desk at 406-449-3468, Ext. 0, or helpdesk@egovmt.com.

TRP TYPES

Although the primary purpose of the online TRP service is to allow Montana auto dealerships to issue a temporary registration permit to the new owner(s) of a vehicle, the service also is used to issue permits for other reasons such as when a financial institution allows a potential buyer to test drive a vehicle, for example.

As an employee of an auto dealership or auto auction businesses, a dealership with auto auction privileges, or a financial institution, you can create and issue the following types of temporary registration permits through the online TRP service:

1. **Vehicle Sale** – Select this TRP type when issuing a permit to the new owner(s) of a vehicle. This TRP type is available only to dealerships.
2. **Courtesy Delivery** – Select this TRP type when issuing a permit to the new owner(s) of the vehicle if the vehicle is being shipped to another dealership for customer pickup. This TRP type is available only to dealerships.
3. **SI Demo** – Select this TRP type when a financial institution allows a potential buyer to test drive a vehicle. The purchaser is listed as the financial institution. An **SI Demo** TRP is issued for 40 days and used for multiple test drives. The TRP type is available only to financial institution employees.
4. **Auto Auction** – Select this TRP type when issuing a permit before an auto auction. Printed in advance of the sale, these TRPs can have a future date listed in the sale date text box. The purchaser is listed as the auction house. After the sale, the auction house voids the TRP using the Update Purchaser reason, and adds the new owner's information. This TRP type is available only to auto auction businesses and dealerships with auto auction privileges.
5. **90-Day** – Select this TRP type when issuing a permit for various reasons (e.g., the customer is missing a prior title or security interest perfection release necessary for transferring ownership). The 90-Day TRP replaces a previously issued 40-day **Vehicle Sale** TRP as an extended permit for the customer. This TRP type is available only to dealerships.

NOTE: Depending on your access level and the type of business for which you work, you may not be able to issue all the types of TRPs listed above.

TRP VOID REASONS

You can use the following reasons when voiding a temporary registration permit. For more information, please refer to [Page 54](#).

VOID REASON	SITUATION FOR USE	USE LIMITED TO THIS USER	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Lost	When the purchaser has lost the TRP.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Stolen	When the TRP has been stolen.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Damaged	When the TRP is damaged.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Title/VIN Mismatch	When the title and VIN do not match.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Data Entry Error	When there is a data entry error on the TRP and you need to correct information, or add or remove a second purchaser or a security interest.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Update Purchaser	When the vehicle has been sold at an auction, you must change the purchaser's name from your company's name to the new owner's name.	Auto Auction businesses	Auto Auction	Before the TRP expires and before the title and registration transaction has been processed.	Yes

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Cancellation of Sale	When the customer no longer wants the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Dealerships	Vehicle Sale, Courtesy Delivery	Before the TRP expires and before the title and registration transaction has been processed.	No
Cancel Permit	When the customer no longer needs the TRP. This action voids the TRP; another TRP can be issued for the vehicle.	Dealerships	SI Demo, Auto Auction, 90-Day	Before the TRP expires and before the title and registration transaction has been processed.	No
Wrong Vehicle	When the vehicle's VIN does not match the VIN to which the TRP was issued. This action voids the TRP; you must issue a new TRP for the correct vehicle/VIN.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	No
Cancellation of Sale	When the purchaser no longer wants to buy the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Dealerships	Vehicle Sale, Courtesy Delivery	After the permit expires, but before the title and registration process has started.	No

TRP STATUSES

The following statuses may appear on the TRP Activity Results and TRP Specific Results pages. For more information, please refer to [Pages 45 and 91](#).

STATUS	MEANING OF STATUS
Active (Issue)*	TRP is active; it has been issued.
Active (Reprint)*	TRP is active and has been reprinted.
Active (Reissue)*	TRP is active and has been reissued.
Void (Void)*	TRP was voided <i>before</i> it expired using a Lost, Stolen, Damaged, Data Entry Error, Cancellation of Sale, Cancel Permit, Wrong Vehicle, Title/VIN Mismatch, or Update Purchaser void reason.
Voidx (Void)	TRP was voided <i>after</i> the TRP had expired using a Cancellation of Sale or TRP Completed void reason. The TRP Completed void reason only can be used by authorized agents or the MVD.
Admin Void (Void)	TRP was voided through the online TRP service's administrator user interface using a Lost, Stolen, Damaged, Data Entry Error, Cancellation of Sale, Cancel Permit, Wrong Vehicle, Title/VIN Mismatch, or Update Purchaser void reason.
Complete (Complete)	An automatic nightly process marks TRPs as complete once the title and registration process has been completed by an authorized agent.
Complete (Void)	TRP was voided <i>before</i> it expired using TRP Completed as the reason.
Expired (Reprint)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reprinted.
Expired (Reissue)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reissued.

* If the word "error" also appears in the status column, it indicates that the TRP was affected by an error during processing.

TRP FEES

ITEM	FEE**	WHO PAYS THE FEE?	WHEN IS THE FEE PAID?
TRP (Vehicle Sale, Courtesy Delivery)	\$20.09*	Purchaser	When the purchaser titles and registers the vehicle at a county office.
TRP (SI Demo)	\$20.09*	Requestor	At the time of issuance.
TRP (OUT OF STATE)	\$25.24*	Purchaser/Dealer	At the time of issuance.
DEALER LOGO (printed on the paper TRP)	\$1 ⁺	Dealer	At the time of issuance.
90-DAY TRP	\$24.72*	Requestor	At the time of issuance.
AUTO AUCTION TRP	\$10.30* ⁺	Dealer	At the time of issuance.
SECURITY INTEREST PERFECTION	\$8.24* ⁺	Dealer	At the time of issuance.

* The fee includes a 3 percent MVD Admin fee.

**Credit card processing fees are added if purchase is made with a credit or debit card.

⁺ Paid in addition to the TRP fee.

REGISTERED SERVICES AGREEMENT

Section 1: Montana Interactive Monthly Account Holder Registration Agreement

You must be a Monthly Account Holder to access certain e-Government services through the mt.gov portal.

To register, read all the information carefully, complete and sign this Agreement along with any additional forms required to subscribe to a service and return it to us at the address below, you may fax (406-495-0464) the agreement for faster processing. However, you must also promptly mail documents with original signature(s) to:

Montana Interactive, LLC
100 Neill Ave
Helena, MT 59601

The annual mt.gov subscription fee of \$100.00 is due upon account set up.

In addition to a subscription, certain mt.gov services have secondary registration, annual use, statutory and/or transaction usage fees associated with them. Please note that some services require additional forms and approvals. These forms and information on all fees is provided as an attachment to this Registration Agreement or on the associated Internet pages. Any statutory or usage fees are billed on a monthly basis; annual subscription and/or secondary registration fees will be billed on the first month's invoice.

If you have any questions regarding information contained within this agreement, please contact Montana Interactive, LLC, which manages the services for *montana.gov* at (406) 449-3468 or email helpdesk@egovmt.com.

Signing up is easy. . .

- 1) You will need a computer with a modem or other Internet connectivity hardware, Internet software and an Internet service provider.
- 2) Sign and return this Agreement to the address above. Upon receipt of the signed and completed agreement, Montana Interactive will notify you of receipt of the Agreement and provide passwords, if applicable, by facsimile. When you receive confirmation or notification, you may begin using our services for which there is an immediate fee. E-mail addresses for users are required in order to receive electronic notification. You will be billed on a monthly basis for your monthly account usage, if applicable.

I have read and agree to the terms and conditions of Montana Interactive, LLC's mt.gov Monthly Account Holder (if applicable) and Registration Agreement as presented.

CUSTOMER SIGNATURE – sign here

Signature	Date
Name (printed)	Title

For Office Use Only

MI Account Number _____
Classification _____
Date _____

Section 2: Monthly Account Holder Information**Mailing Address**

Organization Name: _____

D/B/A: _____

If Dealership, Dealership License #: _____ Primary NAICS Code _____

Point of Contact(s) Attention: _____ Title: _____

Point of Contact(s) Attention: _____ Title: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

Billing email address: _____

Payment Options:☐ **Payment will be mailed or made over the phone (by calling (406) 449-3468 ext 0) – Monthly Minimum charge***(Monthly charge is \$15.00 or actual usage fees, whichever is larger. This fee applies only to the accounts that do not have a payment option on file. A monthly charge is only applied for months with account activity.)*☐ **Auto Check Option***(Usage fees are deducted from checking or savings account on the 10th of the month)*Bank Name _____ ☐ Business ☐ PersonalRouting # _____ ☐ Savings ☐ Checking

Account # _____

☐ **Visa, MasterCard Option***(Usage fees are deducted from credit card on the 10th of the month)*

Card # _____ Expiration Date: _____

Section 3: Select Online Services

You may select the Online Services to which you or your organization would like to have access. Please note that certain services require additional forms and approvals. In addition to a subscription, certain mt.gov services have secondary registration, annual use, statutory and/or transaction usage fees associated with them. Please check the service desired:

Requires Additional Information*:

- ☐ ***Dealer** - Temporary Registration Permit (Restricted Use Agreement and DOJ Motor Vehicle Records Application)
- ☐ ***Security Interest Demo** - Temporary Registration Permit (Restricted Use Agreement and DOJ Motor Vehicle Records Application, **\$100 annual fee required**)
- ☐ ***Fleet Rentals** - Temporary Registration Permit (Restricted Use Agreement and DOJ Motor Vehicle Records Application, **\$100 annual fee required for fleet dealers**)
- ☐ ***Driver Record Search (Requires Restricted Use Agreement)**
***Briefly explain reason for use:** _____
- ☐ ***Vehicle Search (Requires Restricted Use Agreement and DOJ Motor Vehicle Records Application)**

- ☐ Animal Health Permits
- ☐ Brand Liens
- ☐ Correctional Offender Network Search – full database download
- ☐ Criminal History Online Public Record Search (**Please see online service for associated fees**)
- ☐ Livestock Market Permits
- ☐ Voter Verification (**Limited to Montana Counties**)
- ☐ ePass Montana Service Provider Support. Please check the service desired:
 - ☐ Purchase 4 hours of support
 - ☐ Bill me for the total number of support hours provided over the life of this service (by selecting this option I grant Montana Interactive permission to bill for all support hours provided at the currently hourly rate.
 Billing will occur on a monthly basis.

Note – Montana Interactive’s current hourly rate is \$120. This fee is subject to change. Please see your ePass Montana Service Provider Work Order for additional details.

Note – Montana Interactive provides up to 2 hours of support per Montana.gov service for the life of the service, at no cost to Agency. If support is required beyond this time-frame, fee-based support may be provided as shown above.

The above service(s) allows for up to 10 user ID/Passwords. Please list each individual who may have access to the requested service(s). Additional users may be added by purchasing another registration. For more than 10 users, please contact Montana Interactive at (406) 449-3468.

Print Name(s) to be registered to account: (Monthly Account Holder MUST also listed here to obtain user name and password.) You will receive this information via fax per the number provided.

	Name	E-Mail Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Section 5: Montana Interactive's Monthly Account Holder Service Agreement

The Monthly Account Holder and Montana Interactive, the eGovernment Service Provider for *Mt.gov*, contract for the provision of services from *Mt.gov* to Monthly Account Holder based on the Terms and Conditions below. Montana Interactive provides on-line access from terminals or personal computers, to a number of *mt.gov* databases with related services. Monthly Account Holder wishes to use the services made available by Montana Interactive through *mt.gov*.

Terms and Conditions

1. This Agreement sets forth the terms and conditions under which Montana Interactive will provide services to Monthly Account Holder.
2. Montana Interactive reserves the right to withdraw any service without consulting Monthly Account Holder prior to withdrawing such service and shall have no liability whatsoever to Monthly Account Holder in connection with deletion of any such service.
3. Monthly Account Holder acknowledges that he/she has read this Agreement and agrees that it is the complete and exclusive statement between the parties, superseding all other communications, oral or written. This Agreement, and other notices provided to Monthly Account Holder by Montana Interactive, constitutes the entire agreement between the parties. This Agreement may be modified only by written amendment signed by the parties except as otherwise provided for in this paragraph. In the event Monthly Account Holder issues a purchase order or other instrument covering the services specified herein, it is understood and agreed that it is for Monthly Account Holder's internal purposes only and shall in no way modify, add to, or delete any of the terms and conditions in this Agreement.
4. Conditions of Use
 - a. Hours of Service: Service will be provided on a non-guaranteed basis seven days per week (Sunday through Saturday), twenty-four (24) hours per day, excluding scheduled maintenance as designated from time to time by Montana Interactive in its sole discretion.
 - b. ID/Account Numbers: Montana Interactive will issue to the Monthly Account Holder a maximum of 10 ID/account numbers per annual fee. Monthly Account Holder is responsible for preserving the secrecy of his/her account numbers and to ensure that access to services and use of his/her ID/account numbers are controlled by him/her and that, in those instances where a purchase order provides time and/or dollar and/or database limitations, use of the system does not exceed those limitations. Monthly Account Holder is liable for any and all charges for services to his/her ID/account numbers whether or not authorized by Monthly Account Holder.
 - c. Access: Monthly Account Holder is solely responsible for the selection and procurement of any equipment and communication lines.
 - d. Copyright and Ownership of Information: Monthly Account Holder agrees to comply with any copyright notices or other limitation on use applicable to services, databases, or other information provided through Montana Interactive and *Mt.gov* services.
 - e. Use of information: Monthly Account Holder agrees to abide by all applicable use statements and requirements outlined for access of information or services through Montana Interactive. Monthly Account Holder recognizes that each transaction and statement of use will be logged and retained for the purpose of reference by Montana Interactive.
 - f. Subscription and/or online services may require compliance with additional terms and conditions and execution of additional agreements and/or addenda to this Agreement in order for Monthly Account Holder to have access to those services.
5. Payment
 - a. Invoices for all services rendered will be prepared by Montana Interactive and provided by Montana Interactive to Monthly Account Holder. Rates shall be in accordance with the current *mt.gov* rate schedule. Terms of invoice payment shall be net twenty (20) days.
 - b. In addition to the rates contained herein, Monthly Account Holder shall pay Montana Interactive for all sales, use, and excise taxes incurred by Montana Interactive in providing services to Monthly Account Holder if applicable. Montana Interactive makes no representations as to the liability or exemption from liability of the Monthly Account Holder to any tax imposed by any governmental entity.
 - c. Past due invoices will be subject to a delinquency charge of 1.5% per month of the amount in arrears, or the legal limit, whichever is less. Monthly Account Holder agrees to pay all costs of collection of delinquent accounts, including reasonable attorney's fees, as permitted by law.
 - d. Payment Options: (Monthly Account Holder selects one)
 - i. Auto Check Option – Financial Institution automatically deducts amount of usage and filing fees including any annual, monthly or quarterly subscription fees out of checking or savings account monthly.
 - ii. Monthly Minimum Statement Option - Montana Interactive bills Monthly Account Holder monthly usage and filing fees and bills on the appropriate month for any annual, monthly or quarterly subscription fees. The monthly charge is \$15.00 or actual usage fees, whichever is larger.

- iii. Credit Card Option - Credit Card Company automatically pays the amount of usage and filing fees, including any annual, monthly, or quarterly subscription fees, upon presentment of statement of charges electronically by billing service for Montana Interactive.
 - e. Default: An account is in default if it is past due or if Monthly Account Holder should declare a bankruptcy or insolvency. In the event of default, Montana Interactive may, at its sole option, block the Monthly Account Holder from use of the account either temporarily or until the past due amount is paid, or permanently, regardless of payment. Not exercising this option at any particular time or degree of delinquency does not prevent Montana Interactive from exercising this option at any other time.
6. Limitation of Liability
- a. The remedies set forth in this Agreement are exclusive and in no event shall Montana Interactive, its directors, officers, agents, or employees be liable for special, indirect, incidental, or consequential damages, including, but not limited to, lost income or lost revenues, whether such damages arise out of breach of contract, negligence, strict liability, or any other theory of liability. Any such damages under this Agreement shall in any event be limited to the charges paid for the previous month by Monthly Account Holder for the services in connection with which a claim of liability is asserted or imposed.
 - b. Monthly Account Holder agrees that Montana Interactive will not be liable for any claim or demand of any nature or kind whether asserted against Montana Interactive or against Monthly Account Holder by any third party, arising out of the services or materials provided or their use; Monthly Account Holder agrees to indemnify and hold Montana Interactive harmless from claims of third parties arising out of the Monthly Account Holder's use of the services or materials provided pursuant to this Agreement.
 - c. Montana Interactive shall not be liable for or deemed to be in default for any delays or failure in performance or interruption of service.
 - d. No action or suit, regardless of form, other than an action for payments due Montana Interactive, arising out of the transactions pursuant to this Agreement may be brought by either party more than one year after the cause of the action accrues.
 - e. Montana Interactive, the State of Montana, county and local government agencies and universities, professional associations and all other parties who may from time to time provide information for access on mt.gov or through Montana Interactive shall at no time be liable for any errors in or omissions from information available on mt.gov or through Montana Interactive.
7. Warranty
- a. Montana Interactive makes no warranties express or implied, including but not limited to the implied warranties of merchantability and fitness for any particular purpose. While Montana Interactive and its suppliers strive for accuracy and completeness of data and services furnished pursuant to this Agreement, no warranty or representation as to accuracy or completeness is made or implied.
 - b. Monthly Account Holder warrants that it is aware of and will comply with all applicable federal, state, or other laws with regard to access to or use of any and all information, databases, programs, or other products to which access is provided by or through Montana Interactive.
8. Rate/Fee Changes
- a. Rates/Fees are as set forth in the Monthly Account Service Agreement insert, as amended from time to time, and are established by Montana Interactive in its sole discretion (unless this Agreement is a fixed term agreement as detailed in Paragraph 8b below.)
 - b. The parties may enter into a fixed-term agreement setting forth a set rate/fee for a specified term. Any such agreement will be evidenced and detailed in writing.
9. Renewals
- User accounts renew annually automatically on the last day of their anniversary month unless Montana Interactive is notified in writing to the contrary. Some accounts may have an annual renewal that is not based on anniversary date and those accounts will automatically renew on a predetermined calendar period (i.e. January of every year). The appropriate annual fee will be applied in the billing for that month.
10. Limitations
- a. Under no circumstances may Monthly Account Holder, or any other party acting by or through Monthly Account Holder or using Monthly Account Holder's ID/account number(s), use data received from or through Montana Interactive or Mt.gov in any way except in full and complete compliance with all applicable federal, state, local, or other laws and regulations.
 - b. Monthly Account Holder specifically recognizes and affirms that he, or any other party acting by or through Monthly Account Holder or using Monthly Account Holder's ID/account number(s), will comply with all applicable provisions of all federal and state laws governing privacy and information dissemination as a requestor of public information.

- c. Monthly Account Holder understands that his/her Montana Interactive or [mt.gov](#) service privileges may be terminated for a violation of this Agreement or of an applicable federal, state, local or other law or regulation, and further that he/she may be prosecuted for such violations.
- d. Monthly Account Holder agrees not to tamper with, alter, or change in any fashion any databases or programs made available to Monthly Account Holder by Montana Interactive or through [mt.gov](#).
- e. Monthly Account Holder acknowledges that records of its access to for-fee Services will be maintained by Montana Interactive and are subject to audit and examination for compliance with applicable limitations on use.

11. Trade name / Trademark

Monthly Account Holder agrees that he/she will not use the trademarks "Montana Interactive" or "[mt.gov](#)" or any of [mt.gov](#)'s or Montana Interactive's services identified in any fashion unless specifically authorized to do so in writing by Montana Interactive.

12. General

- a. Authority: Each party has full power and authority to enter into and perform this Agreement, and the person signing on behalf of each party has been properly authorized and empowered to enter into the Agreement. Each party further acknowledges that he/she has read this Agreement, understands it, and agrees to be bound by it.
- b. Waiver: The waiver, modification, or failure to insist by Montana Interactive on any of these terms or conditions, shall not void, waive, or modify any of the other terms or conditions nor be construed as a waiver or relinquishment of Montana Interactive's right to performance of any such term or terms.
- c. Severability: If any provision or part of the Agreement shall be declared illegal, void, or unenforceable, the remaining provisions shall continue in full force and effect.
- d. Governing Law: This Agreement shall be governed by and construed according to the laws of the State of Montana as such laws are applied to contracts made and to be performed entirely in Montana, and all actions hereunder shall be brought in a federal or state court of competent jurisdiction in Montana and in no other jurisdiction.
- e. Assignment: This Agreement is not assignable or transferable by Monthly Account Holder and any attempted assignment or transfer shall be null and void and of no force or effect. Montana Interactive may assign this Agreement and/or the payments due to Montana Interactive without notice to or requirement for Monthly Account Holder's permission or approval.
- f. Notices: All notices required under this Agreement must be in writing and directed to Montana Interactive, LLC as follows:

[Mt.gov](#), ATTN: General Manager, Montana Interactive, 100 Neill Ave, Helena, MT 59601.

13. Montana Interactive LLC, a Montana limited liability company, manages [mt.gov](#) and the day-to-day operations and activities of this office are under one or more contracts with the State of Montana, through the Department of Administration.

**RESTRICTED USE AGREEMENT FOR RECORDS
CONTAINING PERSONAL INFORMATION SUBJECT
TO THE DPPA**

This agreement is made between (company name) _____, with its principal office in (city, state located) _____ ("SUBSCRIBER"), and Montana Interactive, LLC ("MI"), Service Provider of "mt.gov," a State of Montana instrumentality operated under the authority of the Department of Administration.

WHEREAS, SUBSCRIBER desires to enter into an Agreement with MI for the purpose of receiving computer access to records maintained by the Montana Department of Justice ("DOJ"), portions of which ("Personal Information") are subject to the Driver's Privacy Protection Act (DPPA) as enacted in Montana, under the custody of the DOJ; namely,

- Driving Records (including Personal Information)
- Vehicle Record Information (including Personal Information) (additional form required) (collectively, "Agreed Data")

WHEREAS, SUBSCRIBER desires to purchase electronic access to Agreed Data now and in subsequent years, and to do so by interactive processing;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, including the amounts hereinafter provided to be paid by SUBSCRIBER for such access, the parties hereto agree as follows:

1. MI shall furnish to SUBSCRIBER electronic access to Agreed Data requested by SUBSCRIBER, subject to any limitations to access to the DOJ database imposed by DOJ or state or federal law.
2. SUBSCRIBER may request records access directly from MI via File Transfer Protocol (FTP) to a site designated by MI, or interactively through a HTTP World Wide Web interface.
3. SUBSCRIBER shall pay to MI a fee of \$7.25 per driving record request and \$2.25 to \$5.00 per vehicle search request, both regardless of result returned. Fees are subject to change. Payment shall be remitted to MI within twenty (20) days from the date of invoice. SUBSCRIBER'S billing information follows:

Name Line 1: _____

Address Line 1: _____

Address Line 2: _____

City, State, Zip Code: _____

Attention: _____

Telephone Number: _____

Fax Number: _____

e-mail address: _____

Accounts not paid when due may be fined, or may have their electronic access terminated without notice.

4. SUBSCRIBER agrees that information records provided electronically by MI will be furnished by SUBSCRIBER, as an intermediary, to SUBSCRIBER's customers. SUBSCRIBER will take all reasonable steps to require that its customers' indicated use for such records, which furnishes the legally-authorized basis for SUBSCRIBER's request for Personal Information as a part of such records, strictly complies with the DPPA as enacted in Montana, and any further restrictions imposed by DOJ. SUBSCRIBER agrees that the indicated purposes for which Personal Information can be legally furnished to SUBSCRIBER's customers may be modified prospectively by DOJ upon written notice to SUBSCRIBER at any time, or by change in law, which SUBSCRIBER shall be responsible for monitoring itself. Other than as an intermediary for its customers, SUBSCRIBER shall not use the Personal Information from the Agreed Data itself for any other purpose. At the time of signing of this agreement, SUBSCRIBER agrees that Personal Information may be requested as a part of Agreed Data only for the following purposes:
 - A. By any insurer or insurance support organization in connection with claims investigation activities, antifraud activities, rating, or underwriting.
 - B. In the normal course of business by a legitimate business or its agents, employees or contractors:
 1. To verify the accuracy of personal information submitted by the individual who is the subject of the record to the business or its agents, employees or contractors; and
 2. If such information is not correct, to obtain the correct information, but only for the purposes of preventing fraud by pursuing legal remedies against, or recovering on a debt or security interest against an insured or applicant.
 3. To verify vehicle information.
 - C. By an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. Part 383)
 - D. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of Federal, State, or local court as allowed by the Federal Driver's Privacy Protection Act 18 U.S.C. §2721(b)(4) and Montana law (61-11-509(2)).
 - E. For use in activities pertaining to:
 1. motor vehicle or driver safety and theft;
 2. motor vehicle emissions;
 3. motor vehicle product alterations, recalls, or advisories;
 4. performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; and
 5. removal of nonowner records from the original owner records of motor vehicle manufacturers;

- F. For any use by a requester who demonstrates to the department that the requester has obtained the express consent of the person to whom the information pertains.
- G. By a party in interest, or the agent of a party in interest, in a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self-regulatory body, including the service of process, an investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of any court;
5. SUBSCRIBER agrees that disclosure of Personal Information contained within Agreed Data by SUBSCRIBER will be done only in accordance with the federal Driver's Privacy Protection Act, as implemented by the State of Montana, Chapter 123, Section 2721(c) Montana Revised Statutes, and as it may be amended in the future.
6. SUBSCRIBER agrees to promptly and adequately destroy the Personal Information contained within Agreed Data in its possession when the Personal Data is no longer needed for the purposes for which it was provided, and to take all reasonable measures to contractually require its customers to do the same. Subscriber accepts full responsibility for the resale or other dissemination of the Personal Information contained in the Agreed Data issued to it.
7. SUBSCRIBER agrees that neither SUBSCRIBER nor MI are representatives of DOJ and therefore are not authorized by DOJ to interpret records subject to the DPPA.
8. SUBSCRIBER agrees to implement all reasonable procedures to protect Personal Information from unauthorized access.
9. The SUBSCRIBER agrees to allow MI and/or DOJ staff access to any of its records relating to this Agreement or its customer agreements, for auditing, compliance and monitoring purposes.
10. This agreement may be terminated:
- A. at any time upon sixty (60) days advance notice by an instrument in writing, signed by a duly authorized representative of the party wishing to terminate, and mailed to the other party.
- B. immediately upon any material breach of any covenant herein at the option of the non-breaching party, or upon cessation of the mt.gov Agreement with DOJ.
- C. any notice of termination shall be deposited with the United States Postal Service, restricted delivery, return receipt requested, correctly addressed to the party to receive notice, and postage prepaid.

SUBSCRIBER's address for notice shall be the address in paragraph 3 above. MI's address for notice is:

**Montana Interactive, LLC
Attn: General Manager
100 Neill Ave
Helena, Montana 59601**

D. immediately upon notification by Department of Justice, Motor Vehicle Division to terminate the SUBSCRIBER.

11. SUBSCRIBER agrees to indemnify, hold harmless, and release MI and the State of Montana and their respective officers, agents and employees from and against any and all loss, damages, injury, liability, suits and proceedings arising from the performance of this agreement by the SUBSCRIBER, its officers, agents, volunteers or employees, including SUBSCRIBER's customers.
12. This agreement constitutes the entire AGREEMENT of the parties and supersedes all other prior written or oral agreements between the parties with respect to the subject matter herein. This agreement may be changed, modified or amended at any time, but only by an instrument in writing, signed by duly authorized representatives of both parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized representatives.

SUBSCRIBER

Montana Interactive, LLC

Authorized agent

Date

Becki Kolenberg
General Manager

Date

(Printed Name)

(Printed Title)

**Application for Electronic or Internet-based Access to
Motor Vehicle Title and Registration Information
(Only needed if using Vehicle Search or TRP)**

1. Legal Name of Applicant: _____
 Doing Business as: _____
 Telephone Number: _____
 Address: _____
 Address: _____
 City/State/Zip: _____

City

State

Zip Code

2. Applicant's Designated Contact

Person: _____
 Title: _____
 Telephone Number: _____
 E-Mail Address: _____
 Address: _____
 City/State/Zip: _____

City

State

Zip Code

3. Applicant's Type:	Motor Vehicle Dealer	License #: _____
(Access Type)	Bank	Certificate #: _____
	Credit Union	Charter #: _____
	Title Loan Company	License #: _____
	Insurance Company & Adjuster	License #: _____
	Processing/Levying Officer	Certificate #: _____
	Private Investigators	License #: _____
	Other (Public Access**)	FEIN #: _____
		(Federal Employee Identification Number)

** Other (public access) could include schools, colleges, universities, airport authorities, governmental entities and other types of businesses that have a legitimate reason for access under the MDPPA.

4. Please provide a brief description of the information being requested and explain how the information will be used by the applicant:

5. This application is made for the express purpose to obtain Montana motor vehicle title and registration information held on the Montana Department of Justice Motor Vehicle Database through Montana Interactive, Inc., (MI). In addition to this application, if access is granted, the applicant will have to execute a separate access agreement with MI.

6. The Department of Justice, Motor Vehicle Division, reserves the right to restrict electronic access to its database, including the determination of specific data fields to which access will be permitted, to applicants who have a valid license, charter or certificate from the appropriate regulatory agency and who are otherwise eligible to receive personal information from motor vehicle records in accordance with the "Montana Driver Privacy Protection Act," (MDPPA), codified at Mont. Code Ann. §§ 61-11-501 et seq. 7. The applicant's access type, as approved by the Motor Vehicle Division, will determine the search criteria used to initiate an electronic search, such as input of the vehicle title number, vehicle identification number, vehicle license plate number and/or vehicle owner name(s). Search criteria and response information may vary by applicant and access type.

8. I certify under penalty of law that the above information is true and correct and that I have authority to act upon behalf of the above named applicant.

If you have any questions about the application process, please contact Special Services at the Title and Registration Bureau (406) 846-6000, ext 6004.

Signature: _____ Date: _____

Printed Name: _____ Title: _____